



**TECHNICAL ADVISORY COMMITTEE MEETING**  
**WEDNESDAY, OCTOBER 11, 2023 – 1:30 P.M.**  
**EAST GRAND FORKS CITY HALL TRAINING ROOM**

**PLEASE NOTE:** Due to ongoing public health concerns related to COVID-19 the Grand Forks/East Grand Forks Metropolitan Planning Organization (GF/EGF MPO) is encouraging citizens to provide their comments for public hearing items via e-mail at: [info@theforksmpo.org](mailto:info@theforksmpo.org). To ensure your comments are received prior to the meeting, please submit them by 5:00 p.m. one (1) business day prior to the meeting and reference the agenda item(s) your comments address. If you would like to appear via video or audio link for comments or questions, please also provide your e-mail address and contact information to the above e-mail. The comments will be sent to the Technical Advisory Committee members prior to the meeting and will be included in the minutes of the meeting.

**MEMBERS**

Palo/Peterson _____	Mason/Schroeder _____	West _____
Ellis _____	Zacher/Johnson _____	Magnuson/Ford _____
Bail/Emery _____	Kuharenko/Hunter _____	Sanders _____
Brooks/Edwardson _____	Bergman _____	Christianson _____
Riesinger _____		

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE SEPTEMBER 13, 2023, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. INTRODUCTION OF NEW MPO PLANNER – TYLER MANSKE

**ACTION ITEMS**

6. MATTER OF APPROVAL OF 2024-2025 UNIFIED PLANNING WORK PROGRAM ..... HALFORD

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- 7. MATTER OF APPROVAL OF 2024-2027 T.I.P. AMENDMENT..... KOUBA
- 8. MATTER OF APPROVAL OF ITS ARCHITECTURE SCOPE OF WORK..... KOUBA

**NON-ACTION ITEMS**

- 9. MATTER OF STREET/HIGHWAY PLAN UPDATE..... KOUBA
- 10. MATTER OF GRAND VALLEY RFP DISCUSSION ..... MANSKE
- 11. MATTER OF SAFE ROUTES FOR ALL RFP DISCUSSION..... HALFORD
- 12. OTHER BUSINESS
  - a. Draft 20-Year Minnesota State Highway Investment  
Plan Comment Period ..... KOUBA
  - b. 2023/2024 Unified Work Program Project Update..... HALFORD
  - c. MPO Updates:
    - November TAC Agenda Items..... HALFORD
  - d. Agency Updates
- 13. ADJOURNMENT

INDIVIDUALS REQUIRING SPECIAL ACCOMMODATIONS TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING ARE ASKED TO NOTIFY STEPHANIE HALFORD, TITLE VI COORDINATOR, AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. IN ADDITION, MATERIALS FOR THIS MEETING CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE TITLE VI COORDINATOR AT (701) 746-2660

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, September 13<sup>th</sup>, 2023**

**CALL TO ORDER**

Stephanie Halford, Chairman, called the September 13<sup>th</sup>, 2023, meeting of the MPO Technical Advisory Committee to order at 1:31 p.m.

**CALL OF ROLL**

On a Call of Roll the following member(s) were present: Wayne Zacher, NDDOT-Local Government; Ryan Brooks, Grand Forks Planning; Dale Bergman, Cities Area Transit; Carter Hunter, Grand Forks Engineering; Steve Emery, East Grand Forks Engineer; George Palo, NDDOT-Local District; Nancy Ellis, East Grand Forks Planning; Tom Ford, Grand Forks County; and Jon Mason, MnDOT District 2.

Absent: Brad Bail, Troy Schroeder, Andrea Edwardson, Ryan Riesinger, Rich Sanders, Michael Johnson, Lane Magnuson, Nels Christianson, Christian Danielson, and Jason Peterson.

Guest(s) present: Jason Carbee and Jeremy Williams, HDR Engineering.

Staff: Stephanie Halford, GF/EGF MPO Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

**DETERMINATION OF A QUORUM**

Halford declared a quorum was present.

**MATTER OF APPROVAL OF THE AUGUST 9, 2023, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE**

***MOVED BY ELLIS, SECONDED BY BROOKS, TO APPROVE THE AUGUST 9<sup>TH</sup>, 2023, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

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**ACTION ITEMS:**

None.

**NON-ACTION ITEMS:**

**MATTER OF STREET/HIGHWAY PLAN UPDATE**

Kouba reported that Jason Carbee and Jeremy Williams from HDR Engineering, are here today to give an update and to get input from the Technical Advisory Committee. She said that she did attach a copy of a presentation, but she is positive that they have updated it since the packets were sent out. Carbee responded that they have made some updates to the presentation.

Carbee said that he really appreciates everyone taking time today to be here. He added that they are at the point in the plan where they are looking for as much feedback as they can get so that as they work towards approval this year they can make sure that everything that should be in there, in terms of especially the short-term projects are in there, to make sure that they get everything captured the way everybody would like to see it, so he appreciates everyone making time to be here today.

Carbee referred to the presentation (a copy of which is included in the file and available upon request) and said that, as everyone knows, there was a delay in getting the travel model so they will talk through a little bit on the existing plus committed, kind of that “do nothing” scenario. He stated that they talked about that earlier this year, but they did get a run, looking at all the different projects and the impacts of those various projects and they will walk through that. He added that they will talk about the list of project options that they are looking at, the Vision Plan, but also will talk about this in terms of the funding and recognition that from a fiscal constraint perspective this is a State of Good Repair type of plan, and they will quickly walk through the draft document that is coming together and then talk next steps.

Carbee referred to the Model Run – No Build Results slide and commented that this is a re-visit of something they shared previously, it shows the growth in traffic volumes, just to kind of set that baseline again. He said that there is a pretty significant household and job growth, particularly on the North Dakota side projected by the year 2050. He stated that everything with the dark maroon or brick red line has over 10,000 daily traffic growth, and remember that in that existing plus committed scenario they did include the 47<sup>th</sup> Avenue Interchange, since it has started to go into an environmental evaluation, and so this is kind of that starting point of where they started to identify those issues and they started to talk about what that Vision Project List, and what they look like in terms of all the different alternatives.

Carbee commented that one of the things, and we will talk a little bit about this, is that they are going to keep everything for the public meetings to talking about preferences in terms of high level strategies and groups of those bigger projects that are on the vision list, what are the thoughts of the people in attendance on all of these different strategies, so based on those needs

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they went through and identified maintenance and state of good repair projects, and that really kind of speaks for itself.

Carbee said that operations and safety, really on those mature corridors that are already four lanes, and are in kind of mature neighborhoods where widening would have a lot of impact, they really focused on how we could make improvements to those corridors with maybe a spot turn lane here or there, but mostly focusing on things like how can we work with signal timing, safer geometry, intersection treatments like roundabouts, those are the types of strategies that on corridors like DeMers, Gateway, Columbia, Washington, 32<sup>nd</sup> Avenue, where we start seeing signs of long-term congestion and safety issues, those are the types of improvements that are recommended.

Carbee commented that widenings, such as adding travel lanes, whether it is a center turn lane or new through lanes, are pretty much isolated to the growth areas where we currently have two lane rural roads.

Carbee said that new streets and bridges, new streets in the growth areas, they are looking at three different general areas for Red River crossings, and potential new railroad grade separations beyond the 42<sup>nd</sup> and DeMers one that received a grant.

Carbee stated that paving gravel roads is similar to new streets, these are basically improving those gravel roads so that they can accommodate more traffic.

Carbee referred to a slide with the Street and Highway Plan Draft Vision Plan and said that you all have had a chance to see this list of alternatives, and again we talked about the fact that this focuses on not just, this is the list of safety issues, congestion issues that start popping up over time, that we are also just going to make sure that we have that state of good repair type projects accounted for in our budget and anything in the short-term, especially if it is going to be a reconstruction or a rehab project in the short term we want to make sure we include those as well so that is why they really want to touch base with everyone on this list of project priorities by funding source just to make sure that we are able to have those discussions and reflect them accurately in the plan.

Emery said that just looking at your model run, no build results, just looking at Bygland Road out on the Point area and you are showing the darker blue line, which says that the ADT is going to decrease, and he questions that. Carbee responded that they have a really small decrease right through that area in the no build option, but it might just be a model quirk. He said that he was looking at that too and it looks like it is a pretty minor change, so it might just be a model blip and he wouldn't read too much into it.

Emery stated that the other one he was looking at is up on River Road, north of Highway 2, which shows an increase of 5,000 to 10,000 vehicles, and that doesn't seem right. Carbee responded that that should be in the 1,000 to 5,000 range. He said that he thinks that in the E + C they are at about 6,000 and they are at 4,000 in the existing conditions so that puts some of that residential growth up to the north as well as some of the employment growth too.

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Carbee said that you will notice they do start recommending, on that list of projects, we talk about River Road, and they are talking about potential system management type projects, whether it is intersection control, with that project 27, it might be signals at the ramps and then with that project 82 it is some sort of intersection treatment when we get further up to 12<sup>th</sup> up there.

Carbee stated that those were good questions, but again he wouldn't read too much into that Bygland Road decrease, he thinks it was a corridor that he doesn't think we've had a ton of residential growth anticipated there, so he thinks it was just a little bit of a model fluke.

Carbee referred to a slide of 2035 Traffic Growth Compared to 2050 Traffic Growth, and pointed out that it shows how things grow over time. He said that he will note that this is with all of the E + C, and they just wanted to show kind of how the growth, and you could focus, really, on those southern growth areas in Grand Forks in particular. He pointed out that 2035 is on the left and 2050 is on the right and you can see that, for instance if you are out on what people refer to as Airport Road, that we start to see some growth by 2035, but really with the Land Use Plan that Grand Forks has, we really start to see it fill in more on that western grid, with more growth of a 1,000 to 5,000 later in the planning horizon, but you can kind of see, again, that we start to see that big growth on 47<sup>th</sup> Avenue, and then on Columbia south of 47<sup>th</sup> Avenue, we start to see that already in 2035, again with a combination of land use and then the new interchange, and then it really just starts to fill in in a lot of these mature corridors by 2050. He said that you can see 32<sup>nd</sup> Avenue South increases a lot, and then Washington starts to fill in as well, so that is just giving us another level of detail on that existing plus committed, and you see a little bit of traffic going down slightly in the neighborhood but he wouldn't read too much into that, there is a little bit more capacity on the arterial system when you start looking at 47<sup>th</sup>, you have a little bit of a ripple effect, but those are pretty minor type patterns and he wouldn't read too much into them.

Carbee stated that they were able to work with ATAC, once they verified that list of alternatives with you and ATAC was able to give them the model back in June, about a month ago they were able to get some model runs from them for all of the different build projects, and some of those major projects included in what you might want to call that "vision" plan, but looking at all the different combinations of like a 17<sup>th</sup> Avenue South-I-29 Crossing, a potential long-term maybe widening of 42<sup>nd</sup> Street, looking at all these kind of capacity additions in south Grand Forks, looking at a little bit of operations improvement in East Grand Forks, and then they did three different versions of this with bridge combinations, they did kind of a general south end bridge, so that would be Elks or 32<sup>nd</sup> Avenue, and they did a Merrifield Road bridge so you are going to see that Model Run Option 1 includes both bridges, Model Run Option 2 includes just the Merrifield road, and then Model Run Option 3 includes just a south end bridge. He said that generally with these bridges, the patterns that you see, you see pretty significant decreases on 4<sup>th</sup> Avenue South/Minnesota Avenue, kind of that Point Bridge area; you do see some decreases on DeMers and some of that is even on the Sorlie Bridge, and we do see decreases in most of the bridge scenarios on Cherry and Belmont, and also see some decreases on Gateway, but again Gateway is a little bit further away so we see less capacity with those and a lot of that could be the cascading effect of having another I-29 crossing at 17<sup>th</sup> Avenue South as well.

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Carbee said that when you look at with just the Merrifield Road Bridge you see some continue decreases on the Point Bridge, for instance, the Point Bridge with two bridges we saw kind of that whole 4<sup>th</sup> Avenue South/Minnesota Avenue corridor go down about 4,000 to 5,000 daily traffic but with just the Merrifield scenario it was down about 1,000 to 1,500, that is the types of numbers they received. He stated that it does take some of that traffic, and he thinks we have to remember that this land use concept has a lot of growth in south Grand Forks so some of this is kind of future traffic that is using that further southern bridge, and you can kind of see what those general patterns are when you start seeing that 1,000 to 5,000, and in this scenario we have about 4,000 daily traffic using that Merrifield Bridge in this model and when we have both bridges in place that number is closer to about 2,000 to about 2,500, so basically two bridges diverts a little bit more traffic than just one bridge, and all else being equal the south end bridge is closer to where all the trip making activity is so it does a better job of pulling more traffic out of that central core area.

Carbee stated that you can see with that south end bridge some of the increases include, he thinks obviously 32<sup>nd</sup> Avenue South, we have a little bit more through traffic going through there so traffic volumes do increase on that corridor, and we see the same thing with Merrifield, when we had Merrifield in place we saw increased traffic volumes on Merrifield Road, and then with a Merrifield Interchange clearly I-29 volumes go up between 47<sup>th</sup> Avenue South and Merrifield because there will be more activity between the two.

Carbee commented that, again, this is just the way of looking at how much each of these more major capacity type projects might move the needle in terms of shifting traffic patterns. He asked if anyone had any questions or comments and added that they are planning on sharing this information at the Open House next week.

Brooks said that he was a little surprised with some of the results with Option 2, how much it did pull from 4<sup>th</sup>, and thinking about the type of traffic too that it could have pulled, maybe potential trucks, although they shouldn't maybe be using that as much, but, or at least traffic that was looking to get through there fast because they are probably heading to places further away, they aren't living in that area, which those folks tend to go a little slower, so that Option 2 surprised him, what the numbers show on that. Carbee responded that, again, these are probably representative of trips that are kind of oriented to the new growth areas, and he doesn't have a growth slide in here, but there is a lot of residential growth all the way to Merrifield, up until 2050, and then we have a lot of industrial growth in other corridors, and actually the "vision" plan does a good job of kind of building up the supporting arterial network out there for it, and so there is probably some kind of new regional trips that don't exist today, but would exist in 2050 according to the land use plan that would use that bridge. He added that some of them could be kind of longer through trips on U.S.2 as well, it isn't a huge percentage of trips, clearly, we aren't talking thousands and thousands of trips a day, but if any those trips are going through the city or going to the airport or air force base, that would be a decent option for an alternative route. Brooks agreed, adding that those would be the ones they would prefer to get, to provide them with that space to get out of the center.

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Emery referred to Option 2 and said that based on this scenario you build just the Merrifield Bridge, and you are saying that it is going to reduce the traffic over the Point Bridge by 5,000 or more per day. Carbee responded no, it would be more like a 1,000 or 1,500. Emery stated that it is a little hard to differentiate the blues on the map.

Carbee commented that the difference between Option 1 and Option 2 is more like a reduction of about 4,000 or 4,500 on the Point Bridge versus about 1,000 to 1,500 in Option 2 with Merrifield, so again, continually moving that bridge further south and away from the center of where all that trip making is happening clearly and logically has less of an impact on the Point Bridge. Halford suggested, maybe to help better compare, what are we seeing for traffic numbers a day right now, or what are you projecting because it will be decreasing but what is it decreasing from, a hard number, from the different options, decrease from what number. She said that she thinks that that is something that even Councilwoman Lunski was talking about too on Monday, was that this was the first time that she was seeing that it looks like it was decreasing and taking away from the Point Bridge and the near southside neighborhood, it was helping with traffic there. She stated that, and maybe it is just her reading between the lines, but she is seeing blue and it is looking like a we're good now kind of thing if we do Merrifield, but if you build this or do this option it decreases by this much but what is that comparing to and what does that still look like even though it is decreasing. Emery said that the point is, that is what East Grand Forks would argue, that the Merrifield Bridge is going to do nothing for local traffic, where the model is still showing there is still some decrease, but it won't affect local traffic. Halford agreed, adding that when you first look at it you would think, oh, well that is going to solve all our problems, but in reality, that isn't really the case. Carbee referred to a document showing the existing ADTs and stated that today it is 7,400, and we are actually showing that it would increase to 10,600 in the future, and that is our regional estimate, if somebody did a corridor study and refined this they might come up with a little bit more refined number, so again, growth of about 3,200 a day across the Point Bridge, and we are saying that instead of growing by 3,200 it might grow by about 2,000 with a Merrifield Bridge by 2050. He reiterated that he has a feeling that none of that is traffic, or very little of that is traffic that exists today probably, because if you think about your current travel patterns most of the traffic that goes across that bridge is likely not going to go all the way down to Merrifield today, but as growth continues to the south some of the growth on the Point Bridge is likely going further south down to like 62<sup>nd</sup> Avenue, and that might be a candidate for diversion in the future, but again the majority of even that future traffic still stays on the Point Bridge with a Merrifield Bridge. He added that with a south end bridge that would be closer, that number would go down below today's volumes is what the model is saying, that we would go from about 7,400 to about 6,100 a day so there would actually be a net decrease.

Brooks asked, in the past, if he wanted to highlight, and he thinks the main focus he is going to hear from a lot of people is, where is that inner-city traffic going, that is usually what we hear and you are going to hear that probably at that public meeting as well, so is there way to highlight that traffic that is crossing that bridge and where it is going to because he really thinks that in the end we are going to see that that is going to be a big issue, and he knows he hears about splits in the past, that it is half and half but there is nothing on that point are of East Grand Forks, he thinks it is going to highlight that it is mostly traffic from the point that is going to use



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that south end bridge. Kouba commented that what is interesting is that she was just looking over some of the Urban SDK data this morning, and looking at that very point, Urban SDK has OD data available on our workspace for October 2022 and April 2023, and it is very interesting that a lot of that traffic is coming from Grand Forks past and through East Grand Forks. Brooks asked where it is going then, towards the lakes, or up to Crystal Sugar. Kouba responded that a lot of it is going to Crookston and Thief River Falls. Brooks said that for the most part he would say that a Merrifield Bridge would take care of that. Kouba agreed and added that East Grand Forks does move over into Grand Forks, but some are moving through Grand Forks and going out towards the airport or even to Grand Skys. Carbee said that if there is a benefit to having a discussion of this in the Metropolitan Transportation Plan, or the Street and Highway Plan, let them know, and ATAC can use a special routine kind of selective link analysis and see where the model thinks that is coming from too. Kouba said that we probably want to highlight that for right now because there are some questions she has, personally, for that SDK data as she digs down into some of that it shows actual trips and she is questioning what the actual trips are in their world of information.

Carbee said that he just wants to point out that they do have a few projects included in the vision list that do kind of deal with growth, growing traffic on 4<sup>th</sup> Avenue South and Minnesota Avenue, we basically are anticipating by 2050 some congestion on DeMers, through downtown East Grand Forks and downtown Grand Forks, and then 4<sup>th</sup> and Minnesota Avenue up to the Point Bridge, we have 10,000 ADT through a neighborhood, and while it varies a little bit through there but it is a lot so we try to come up with ways to just manage, they aren't anticipating any widening, but how can we balance the safety and the mobility through those corridors. He said that those are projects that some sort of bridge would help remove some of that traffic.

Carbee stated that we talked about this a little bit last time, but they looked at the pavement management study that both cities completed last year, and that was a short term based study, but they also kind of looked at the project list that Teri had collected from both cities, in terms of just how much do we need to spend on kind of hitting our pavement and bridge targets, and essentially we kind of added up all the different sources of funding on both sides of the river, and looked at what that report indicated and the project list they had and it really kind of came down to, from a fiscal constraint perspective, that this plan really needs to focus on maintenance and state of good repair, so we've got these projects that are capacity projects, new connection projects, but that from a pure fiscal constraint, anything that makes that list should probably be either one of those state of good repair projects or should be kind of a safety type intersection project. He added that he already talked with a few Technical Advisory Committee members about that and he doesn't think it is a surprise to anyone, so he thinks what this plan just needs to focus on, to wrap up, would be to kind of verify what those priorities are for state of good repair from the main funding sources on each side of the river and to identify what else might fit in to something like the Highway Safety Improvement Program type funding, so he was going to talk about some of those projects based on their discussion with each jurisdiction and then he would widen out to counties and DOTs. He stated that they would like to get some input from the Technical Advisory Committee on what your priorities are to include in this plan.

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Carbee commented that with Grand Forks, they are going to show two different slides, one is going to be for potential urban roads projects, and one of them will be for the HSIP projects. He referred to a map that has both sets of projects shown on it and stated that they do have some draft cost estimates, they are still working on this as the City of Grand Forks staff still wanted to verify these costs before we call them complete. He added that at this point they don't have any regional projects identified so he would be quite interested in hearing about what some of those might be, and he understands those are discretionary state projects, but what should we be having as priorities for that regional program.

Carbee said that they have funding in the Urban Road Program of about \$3,000,000 a year anticipated, so they kind of identified what that might do, in terms of \$3,000,000 a year and then taking a local match, and you can see they have both a reconstruction and concrete pavement repair project identified, again as a state of good repair project. He stated that one would be the 48<sup>th</sup> Street Connection, shown as Project 10 on the list, that paving of the gravel road between 32<sup>nd</sup> and 47<sup>th</sup>, as that area continues to grow. Hunter asked if we could flip that 48<sup>th</sup> Street project to illustrative and move the Cherry Street project to long-term. Carbee responded that he will make that change. He said that, again, if you all have some time to kind of look at those costs, especially focus on the short-term ones, to make sure you are comfortable with them, that would be great. Halford asked when he would like their comments back. Carbee responded that it would be great if you, within the next week, had time to look at those and let him know if you are comfortable with the costs.

Carbee commented that it is his understanding that some of these could potentially be on the secondary system and would qualify for the regional program; he believes 32<sup>nd</sup> and Washington, and Gateway, those projects could qualify for that. He asked if we want to show some of these coming out of that regional funding pot, and he would open that up to Wayne as well. Zacher responded that you certainly can but there is a solicitation process that those have to go through. Carbee said that that is the biggest issue with the fiscal constraint, and the discretionary fund as well. He stated that theoretically we could probably include all of these, some of them are regional some are urban roads, and really focus on making sure that we think these short term projects are the ones and that everything that is going to happen during the next five years, that gets promoted from the current plan into the TIP, are included as we want to have as few amendments as possible, understanding that no one has a crystal ball, but their first reasonable cut had those.

Carbee referred to a slide showing Highway Safety Improvement Program Draft Project Priorities for Grand Forks and stated that they started this list, and he thinks the first few projects on the list are some priorities that got identified by the City of Grand Forks staff based on, and they overlap really well with our safety needs, but these would be some of the potential HSIP projects. He stated that he will note that these draft cost estimates are pretty high level, and he knows a couple more recent HSIP projects with these intersections, kind of the off-set left turn projects have been more like \$5,000,000, they had kind of based on their unit costs and working with CPS, had kind of the general \$2,000,000 for alignment, but he thinks the first two projects that were identified were the South 24<sup>th</sup> Street and South Columbia and the South 28<sup>th</sup> Street and Columbia, and so if you have any more detail on those they would be open to definitely adjusting

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those. He said that he knows the one thing they, and just for background purposes, the one thing they mentioned as part of their discussion with Wayne and everyone at NDDOT on HSIP was that the City of Grand Forks had been probably getting more of those projects recently than they might in the future, and the sense was that they have been very successful, and that we might want to moderate those expectations going into the future, so despite the fact that they have had, in the last few years, they have had \$2,000,000, \$5,000,000 or \$6,000,000 projects within the last five years or so, and we aren't going to assume that they will continually have that many big projects with the short-term, as some of that money will be needed to spread elsewhere in the State. He added that he thinks this reflects Wayne's general sentiment that we should only assume, especially if the costs on 24<sup>th</sup> or 28<sup>th</sup> go up, that we should probably only assume that a few of these would probably get in and we can identify all the long term needs, and he thinks that is part of the idea of these plans to kind of create that foundation of projects that could be submitted for the HSIP program. Zacher responded that that may be, he hasn't been through this process before, so he would tend to rely on you or what you have done in the past-on-past projects as far as putting them in and then if they are in the regional system they can be moved around and they may have to do amendments to do so.

Carbee said that he knows they have reached out to the County and the DOT, because we have a few programs, and he thinks we could probably talk about the Carbon Reduction Program kind of generically as he doesn't think there is enough known right now to probably identify projects for it, but in this section talk about that and that there is more guidance coming on it. He added that in terms of NHPP, the State Discretionary Funding on their State National Highway System, and we can maybe submit, but if we have a few vision projects shown from the I-29 Corridor Study, and those would qualify for that funding, and he doesn't know if we want to kind of associate those projects with that National Highway, and use the Interstate Maintenance with that NHPP program. Zacher responded that he thinks you could, but not necessarily. He added that funding that usually ends up on the interstates, but whether they all end up there or not, he doesn't know if there is something different on there, but he has seen a whole lot of Interstate projects with other prefixes than IM, which is Interstate Maintenance.

Carbee stated that from a city perspective they will make that flip on 48<sup>th</sup> and Cherry, and then maybe what they will do is see if one of these might fit better in the regional solicitation and then potentially, they can include both Cherry and 48<sup>th</sup> in the long-term. Hunter said that that sounds good, but David Kuharenko is involved in the high-level planning, he isn't, so you may want to talk to him about this. Carbee commented that, again, look at the costs, look at the projects, make sure you are good with it, and they will send a quick update of that table to you to reflect that flip we talked about.

Carbee referred to a slide with the Draft City of East Grand Forks priorities and commented that they were using the City's sub-target projects, he believes it was \$1.2 million per year every four years, so they put them into the different timeframes, and again short-term if between 2028 and 2032, mid-term is between 2033 and 2041, and long-term is between 2042 and 2050. He stated that essentially, again, knowing it is every four years, they put together those pots of money, looked at where there are some safety hot spots, looked at where there are projects that need to fill in the gaps over in the industrial park, identified some potential safety type projects and he

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knows Nancy mentioned at their city council meeting last night that with the SS4A study coming that they would really defer probably to that study for locking that in. He stated that this is that preliminary list of non-safety projects, again, based on safety there are a couple of potential intersections, we've got Bygland and Rhinehart, and he knows this has been discussed in the past; and then there are several projects in the industrial park including 11<sup>th</sup> Avenue, and actually they did get it on the map, between U.S.#2 and 10<sup>th</sup> Street, and 10<sup>th</sup> Street between 11<sup>th</sup> Avenue and 15<sup>th</sup> Avenue and then they continue, it is either a reconstruction or paving project, as you get closer to the western edge by U.S.#2, and then a big comment that came up last time was if we did Project #64, we would have to do a safety study to make sure, with the high speed of traffic on U.S.#2 we wouldn't want to create a new safety concern with that connection.

Carbee referred to the project list and stated that, again, with that \$1.2 million per year, this was kind of the top priorities and where they fit. He said that they did talk with the city on this list, and if anyone has any input on cost, please let them know. He stated that he thinks they have to show a little bit higher local match to fit all of the projects in in the long-term, they have a 65/35 split on those.

Carbee referred to a slide of the Highway Safety Improvement Program Draft Project Priorities for East Grand Forks and said that, again Nancy did a good job pointing out that there is a much more detailed safety study that will go through priorities, so kind of waiting for those recommendations so it is up to you, they can kind of cue up potential HSIP projects, whether it is Gateway and 5<sup>th</sup>, which he knows was kind of one of the things that came out of the U.S.#2 Corridor Study; or the Central Avenue intersections with Project #34, so whether it is at 17<sup>th</sup> or 23<sup>rd</sup>, or is there anything else you wanted to add. Ellis responded that there isn't really anything to add, it is just that they want to make sure that they have a number of these projects that they are considering as many studies and different avenues as possible, they want to make sure, and Teri alluded to that as well, that whether or not we address them in other studies we want to make sure they are shown as either part of the fiscally constrained plan or as illustrative.

Emery said that, again, you kind of touched on it about getting the 10<sup>th</sup> Street N.E. in there between 11<sup>th</sup> and 15<sup>th</sup>, and then from 15<sup>th</sup> to probably about a quarter mile east, that could probably be in the mid-term/long-term timeframe, but he thinks anything from a quarter mile east to Highway 2 maybe that should all be under the illustrative. Carbee referred to the East Grand Forks Priorities slide and, using a snipping tool, illustrated that what he is hearing is that they should move the 10<sup>th</sup> Street N.E. from 15<sup>th</sup> Avenue N.E. .25 miles east to the illustrative list and move the 11<sup>th</sup> Avenue N.E. from US#2 to 10<sup>th</sup> Street up to the long-term list. Emery said that he thinks anything from a quarter mile east of 15<sup>th</sup> to Highway 2 would be illustrative. Carbee said that that is that very first segment that is a quarter mile east that we were talking through. Emery stated that he thinks that could stay in the long-term but anything east of there should almost all be under illustrative. Carbee said that that is where they are right now, they are further east than that, so unless you want to show a higher local match on those, what they are showing right now is that the 10<sup>th</sup> Street N.E. paving, to the east of 15<sup>th</sup> Avenue to that quarter mile before we are showing the 11<sup>th</sup> Avenue reconstruction down to 10<sup>th</sup> Street, if you want to flip those that is fine, but maybe we can talk a little bit more about it off-line, but right now, again, he thinks they have 65% Sub-target funding/35% local funding to fit all these in, if you

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wanted to show like in the longer term a higher match he thinks that is probably reasonable. Kouba asked about the paving on 10<sup>th</sup>, from 5<sup>th</sup> all the way out to 11<sup>th</sup>. Emery agreed. Carbee said that they can add that one too. Kouba stated that that needs to get bumped up a little higher than past 15<sup>th</sup> really. Emery said that at least that quarter mile going east should because that quarter mile east of 15<sup>th</sup> covers property where Zavoral has already built, so he feels like they should get a road built out to there unless the City buys more property out there, there really is no benefit to go east of Highway 2.

Emery commented that maybe if they just clean up the table and send it to them, they can review it again. Carbee responded he would do that. Kouba suggested he might clean up the Grand Forks table and send it to them as well. Carbee agreed that he thinks there is an opportunity probably to bump up a few of those illustrative projects up if we can claim one or two of those regional projects.

Carbee asked if there were any thoughts or comments on the safety project list. He said that, again, other than reflecting everything that has been done in other studies, and just waiting direction from Safe Streets For All, but kind having that list of projects that fit with what might be implemented from them. Carbee stated that he would ask if there is anything from the DOT or County perspective that would need to be added as well. Halford said that she doesn't recall if you have the SS4A on the Grand Forks safety slide as well, because the SS4A will be for the whole MPO. Carbee responded that that is correct, it applies to both so they will add that to the discussion because SS4A will impact, on both sides of the river, which projects get promoted.

Mason asked if Jason could repeat his question. Carbee responded that they kind of focused on the city projects, but if there are projects that MnDOT anticipated would be implemented in the next five years on the state system, beyond kind of that list of safety type projects they had on US#2, if there is anything else they needed to include from different funding sources, they just want to make sure they get that information. Mason said that they don't have to be specifically related to highway safety improvement, kind of just all of them. Carbee responded that any sort of other program funding, he thinks the HSIP is covered, but if you have another program that would be on the state system that you thought we should show some projects for they would definitely like to hear about them. Mason said that MnDOT does put together a 10-year Capital Highway Improvement Program that goes out through 2033. Carbee said that they will double check on that one, thank you for reminding him of that. Mason stated that that would be sort of at least a documented version of what they have planned within the next 10 years, and then beyond that it is sort of an asset preservation type perspective on how long has it been since a road was last rehabbed and things like that that they can only take a best guess at what their ability to get to them might be, or even an optimistic approach and say that based on ride quality index at this point we should be doing something 20 years from now, or kind of a life expectancy situation. He said that he doesn't have those right on hand here, but he can follow up off-line. Carbee stated that he knows they looked at it earlier in the process and he doesn't remember anything else unique that is in the MPO planning area, but they will double check. Mason added that it is updated every year so a published version is expected by December and then they can talk through any changes that would be further out in those years, kind of on the bubble of may or may not actually happen in those years, so there is a lot of flexibility towards the end of their

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planning window. Carbee said that the version they would have would be December 2022. Mason stated that that would be the one that is on-line, but he can share with him their draft and he would have to look to see what comparisons there are, they are usually pretty good about trying their best to stick to what they have shown what is within the MPO area to be consistent, there could be some variations though.

Carbee said that they are working through a draft, the MPO has had a chance to review a lot of the chapters, will have a chance to review this final chapter over the next week or two, but you have all have a chance to review all of it here in the next week or so and so, again, content wise you have seen a lot of the content of what is in there; goals and objectives, summarized the plan engagement, that community profile is kind of just that bases of the Grand Forks/East Grand Forks area, the existing transportation system performance and future trends and needs are a lot of the stuff that we have walked through with safety and mobility and all that, the funding discussion and then the alternatives development and how we kind of walk through and developed that vision list, the fiscally constrained plan is still that moving piece right now and then environmental mitigation and federal compliance are a couple of things we want to make sure we check off with the Metropolitan Transportation Plan to make sure we followed all the regulations on that.

Kouba asked George Palo if he had gotten the chance to check on any kind of list, they might have available for our MPO area. Palo responded that he has Justin working on that to put something together. He said that he would get to them this week.

Carbee stated that next week, and again this is a whole lot more detailed than what they will present to the public, they won't show any costs as he knows you are still reviewing that information, but they do have a public open house scheduled at River Cinema in East Grand Forks from 4:00 p.m. to 6:00 p.m. next Thursday, and the idea is to just get feedback from the public. He added that they have some boards to walk through a little bit of the traffic, and they have information on the growth, kind of that background growth, and then they have some of the bigger projects that they are looking for feedback so they kind of clustered that list of 80 some alternatives that cover everything that has come out of the different studies and everything that has come out of the technical analysis whether it is safety or congestion, and the ideas that each of you have had and the ideas that some of the public might have had, the stakeholders. He said that they will have them kind of identify out of those kind of either project types or strategies, or projects themselves, what some of their priorities might be, just to get another information point/data point on public preferences. He said that that is kind of the content in terms of what they will be presenting and the feedback that they are looking for.

Kouba commented that they will hopefully be starting the adoption process in November, so they are hoping to get you all information as quickly as possible so that you can give them feedback. Brooks asked if the process was beginning in October or November. Kouba responded that it will be presented at the November Planning and Zoning meeting, so that will be preliminary approval and final approval will be in December. Halford added that they are putting a project timeline together so they will send out an email, so you have that. Kouba said she already sent it.

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**MATTER OF NDDOT TRANSPORTATION ALTERNATIVE (TA) PROJECT  
SOLICITATION**

Kouba reported that there is a new process for our new TIP year. She stated that the NDDOT sent out a notice for their TA projects, they started their solicitation process, and the applications are due to the NDDOT on December 29<sup>th</sup>, so the MPO would need the applications by the end of November for approval in December.

Kouba said that she knows that everything else will be coming out soon for project solicitation as well as applications that will need to go through our MPO. She added that MnDOT will begin their TA project solicitation in October so they will be needing letters of intent by the end of October, and applications by January 12<sup>th</sup>, so she is thinking we will probably need to approve the applications in December since the deadline is before our MPO Executive Policy Board meeting and the board would need to approve them as well.

Kouba stated that if staff hears about any other solicitations, we will be sure to let everyone know, especially if they start before our next meeting.

Hunter commented that, the MPO projects; one of their projects needs to be moved to a different year, he doesn't know if you guys need to know that. Halford asked if he was referring to needing an amendment. Hunter responded he did, adding that it is the roundabout on 5<sup>th</sup> Street is moving to 2025. Kouba said that we can't make those changes until the State TIP is fully adopted and then once that happens, we will have a big list of changes that will need to be made but thank you for letting us know ahead of time.

**MATTER OF 2024-2025 UNIFIED PLANNING WORK PROGRAM UPDATE**

Halford reported that the plan was originally that she would bring forward the final document this month, but since the North Dakota MPO Director's meeting is being held on Friday, and they will be discussing the funding formula, and with Minot coming in it really didn't make sense to approve our work program until that has been finalized and we know what our funding will be because that has some potential to change, so the plan is to bring forward the final work program in October so October is kind of already getting pretty full already, but that is the update, she didn't want it to just drop off, she wanted to give you an update of where it is at, and also give you an opportunity if you see any other things that have changed, or questions. She said that they already met with reps from the other side and they don't want to do the US#2 access study anymore and want to have it as part of the Safe Streets For all plan, so that will already be a change to the work program, so if you have any other changes, additions or ideas please reach to her in the next week or two because she will start working on the final draft after the meeting on Friday.

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**OTHER BUSINESS**

A. 2022/2023 Annual Work Program Project Update

- 1) Bicycle/Pedestrian Element Update: Halford said that we are done with the Bike and Ped Plan.
- 2) Street/Highway Element Update: Halford said that the Street and Highway Plan is getting a lot of momentum and she knows a lot of people in this room as well as outside this room is feeling that, and as always what happens at the end, we are trying to make up time for delays earlier in the timeline.
- 3) Aerial Imagery – Halford reported that aerial imagery is pretty much at the finish line, a lot of people have received that information, if you haven't, please reach out to us. Ellis stated that she has not seen it yet. Kouba responded that she knows that Widseth has it as well as Corey. Ellis asked if Widseth got it to the GIS people and Alex. Emery responded that he believes they did.

B. MPO Updates

Halford stated that the rest of the information on the table is moving more into what our October Technical Advisory Committee agenda will look like.

- 1) New Planner - She said that we have hired a new planner, he will be starting next Monday, so he will be at our next meeting for introductions.
- 2) October TAC Agenda Items:
  - a. ITS Architecture - Halford stated that we also will probably be bringing forward the ITS Architecture scope of work for you to review, unless Wayne tells her otherwise that she can't do that, but she is hoping that we can bring that forward so you can look at it and we can have A.T.A.C. move full-steam ahead starting in January instead of starting the whole process in January. Zacher responded that he thinks that would be fine. He said that the ITS Architecture doesn't go out as an RFP it is more of an amendment to your A.T.A.C. contract, from his understanding, so he doesn't see an issue getting started. He asked if it is identified as a 2024 project. Halford responded that it is currently in our 2024 work program, and will be in our new one as well, but she just wanted to do the groundwork at the end of this year so we can get started with the work work in January. Zacher said that we can do anything up to the signing of the contract portion of it, so you can get up to that point. Halford said that she will bring the scope



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of work for you to review next month so you can review it and we can get it back to A.T.A.C. and be ready to go in January.

- b. Safe Street For All - Halford said that she hopes to have an RFP ready for Safe Streets For All, she got notice this week that we got the green light, the grant agreement has been signed, so we are good to start moving forward and working on that.
- c. Grand Valley Study – Halford stated that she also hopes to have an RFP for the Grand Valley Study for you to review as well.
- d. Street and Highway Update – Halford said that she is sure there will be some kind of Street and Highway update
- e. 2024 UPWP – Halford stated that she hopes to have the final draft of the UPWP for approval.

Halford commented that it will be a full October and we still may have a few other things that need to be added as well.

Zacher said that he believes you said that you have started working on your UPWP, is that correct. Halford responded that it is correct. Zacher stated that, basically the only reason he questions this is because he has had the formula proposal to Federal Highway for almost a month so he doesn't know if he will have the final signature for the new formulas to give out on Friday, he hopes he will, he has been told it is coming but again he doesn't know if he will be in a position where he can start discussing numbers, but he thinks it is safe to say that you can plan for at least what you currently have, if not more, but just a heads up that you aren't caught by surprise if he can't disclose numbers on Friday. Halford said that she can work with that.

C. Agency Updates

- 1) MnDOT – Mason stated that he does have an update that he can share. He said that MnDOT's Program Update Workgroup has a meeting coming up this Friday, and they are looking closely at some action on how MnDOT allocates its funding to the different districts, so some of his presentations before, talking about their National Highway System verses their Non-National Highway System, and potentially merging them, that might all come to a head this Friday, so hopefully he will have some interesting updates at the next Technical Advisory Committee meeting.

Mason said that the other thing he has right now is they have a potential cost change to their Highway 220 project, the concrete reconstruction from East Grand Forks north, and this just came up this morning so he has been emailing back and forth with Stephanie and Teri on the process of getting an administrative modification, or potentially a full amendment, and he just

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wants to make sure that we are all on the same page that the T.I.P. is on sort of holding phase right now until it is approved by the Federal Highway Administration/Federal Transit, that is what was reported earlier, right. Kouba responded that is correct. Mason stated that he is getting a little pressure to try to get this one out the door, so they don't miss the bid letting, and all that fun stuff. Kouba said that she isn't sure exactly if you need to have that specific cost change in the T.I.P. before the letting or not, that is her question. Mason responded that as part of MnDOT's thresholds, as well as their cost estimators out of St. Paul, they want to see the numbers closer together so they would have to have the MPO T.I.P. reflect that number before the MnDOT S.T.I.P. can reflect that number. Halford asked how big of a cost difference it is. Kouba said that if it is under 25%, we can do an administrative amendment. Mason responded that it is around 19%, it is going to be lower based on their quantity assumption, their estimates for the quantities were a little bit higher, there weren't any changes to the scope of the project. Kouba said that if they want to let it sooner than that what we can do is make a modification on the 2023-2026 T.I.P., so it is in a T.I.P., the two T.I.P.s won't match but at least that way it is in an approved T.I.P. Mason said that it is currently in the 2023-2026 T.I.P. at \$19,000,000 and the updated estimate is about \$15,500,000. He added that under the current time constraints this would all have to take place by next Friday, apparently. He asked if the MPO has any emergency type scenarios available to it. Kouba responded that we normally do it as a, we just announce it at our meeting, and then the Technical Advisory Committee approves forwarding a recommendation to the Executive Policy Board for their approval of a modification. She added that a full amendment would require a full public hearing with a paper announcement.

McNelis asked if the Technical Advisory Committee could act on this today and give it approval subject to public input at the Executive Policy Board meeting next Wednesday. Halford asked if there was a quorum right now. McNelis responded that there is a quorum. Halford asked if that would mean a motion would be necessary to add this as an agenda item. McNelis responded that is what she is asking, if the Technical Advisory Committee could approve a motion adding this to the agenda for discussion and approve forwarding it to the MPO Executive Policy Board for their approval. Kouba responded that unfortunately it wasn't on the agenda, that is the problem. Halford asked if they could make a motion to add it and then move on it. McNelis asked if, because it is a modification and doesn't need public notice, can it not be added to the agenda. Kouba responded that you don't need a public notice, but the notification is our agenda for the Technical Advisory Committee.

Ford said that so he is tracking correctly, you are wondering if you can add an item to today's agenda that has already been noticed. He said at the county,

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when he had discussions with the State Attorney, if it is a regularly scheduled noticed public meeting, it can be brought up at the very beginning to be added, it would need someone to make a motion to add it to the agenda; or you can bring it up under someone's report, so if there is a round table, which is essentially committee updates, if you will, it is allowable on the North Dakota side at the counties, but he would defer to you, but it is doable. Kouba responded that she isn't quite sure. She explained that it is very vague in the T.I.P. manual. McNelis stated that she knows that we have approved things similar to this in the past. Kouba said that this would be a question for Mr. Zacher. Ellis commented that her question is if it shows there are no action items, she doesn't know how we can take action on the agenda. She said that if there were other action items you could add it as an action item, but when you publish an agenda with no action items, she doesn't think we can add one.

Mason said, as another scenario to throw out there, would there be any potential to advertise it for the Executive Policy Board following an e-mail type of recommendation from the Technical Advisory Committee, any flexibility there potentially. Halford responded that we have done some things via e-mail before, gotten approval that way, and then forwarded it to the Executive Policy Board.

Halford suggested we check into this after the meeting and discuss it further off-line. Mason agreed that would work. He apologized for the short notice, but it literally just came up this morning. Kouba commented that she thinks to make it more comfortable for our board though as well would be to have some sort of motion from the Technical Advisory Committee, if you could explain it a little bit more; it is mostly just the cost change, and this would be the modification in our T.I.P. Mason agreed, a modification to the 2023-2026 T.I.P. from \$19,000,000 to \$15,500,000. Halford added that she knows that we just recently went through a discussion like this, with a modification there were some concerns about the local share and what this would do to those numbers as well, if you can share those numbers with us too. Mason responded that he believes there are no local costs associated with this project, but he will clearly explain that too because that is a good point.

**ADJOURNMENT**

***MOVED BY ELLIS, SECONDED BY PALO, TO ADJOURN THE SEPTEMBER 13<sup>TH</sup>, 2023 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:53 P.M.***

***MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted by,

Peggy McNelis, Office Manager



**MPO Staff Report**  
**Technical Advisory Committee:**  
**October 11, 2023**  
**MPO Executive Board:**  
**October 18, 2023**

**RECOMMENDED ACTION:** Approval of the Unified Planning Work Program 2024 & 2025.

**TAC RECOMMENDED ACTION:**

Matter of approval of the Unified Planning Work Program 2024 & 2025.

**Background:**

The MPO prepares a work program listing the activities that will be accomplished with consolidated planning grant funding from the USDOT. The program is titled the Unified Planning Work Program and covers a two-year period. The MPO has prepared a new work program listing activities that will be accomplished with the federal Consolidate Planning Grant (CPG) and a planning grant from Minnesota, which helps off-set local match.

We are currently working on the Street & Highway Plan, which is scheduled to get final approval in December of 2023. We are gearing up for the Safety Action Plan using our Safe Streets For All (SS4A) Grant as well as buttoning up a few other projects.

The MPO is planning out the activities for 2024 and 2025, which are outlined in the UPWP draft. Moving forward we will revisit the UPWP around this time every year to plan out the next two years. This will give the MPO and our partners time to prepare and plan.

**Findings and Analysis**

- The MPO is required to prepare a Unified Planning Work Program

**Support Materials:**

- UPWP final draft

2024-2025 UNIFIED PLANNING WORK PROGRAM  
COVER SHEET

## **A WORD FROM THE GF/EGF MPO EXECUTIVE DIRECTOR**

The Grand Forks-East Grand Forks Metropolitan Planning Organization provides a forum for public officials, citizens, and other interest groups to establish policies and plans to effectively deal with various metropolitan issues. Our principal role is to harmonize the activities of federal, state, and local agencies; and to render assistance and encourage public participation in the development of the metro area. We are involved in community development assistance, environmental and intergovernmental coordination, and area-wide multi-modal transportation (autos, buses, biking, walking) planning and programming.

**STEPHANIE HALFORD  
GF-EGF MPO EXECUTIVE DIRECTOR**

# GRAND FORKS/EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

## 2024-2025 UNIFIED PLANNING WORK PROGRAM

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Funding supporting preparation of the UPWP provided by:



U.S. Department  
of Transportation  
**Federal Transit  
Administration**



U.S. Department  
of Transportation  
**Federal Highway  
Administration**



Grand Forks - East Grand Forks  
**METROPOLITAN  
PLANNING ORGANIZATION**



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Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

## **ADOPTION OF 2024-2025 UNIFIED PLANNING WORK PROGRAM**

The signature below constitutes the official adoption of the 2024-2025 Unified Planning Work Program (UPWP) by the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO). The Unified Planning Work Program (UPWP) was adopted by the MPO Executive Policy Board at its \_\_\_\_\_, 2023 meeting.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Warren Strandell, Chair  
GF-EGF MPO



## Title VI/Non-Discrimination Notice To The Public

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes he or she has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the GF-EGF MPO.

For more information on the GF-EGF MPO's Title VI/Non-Discrimination Program and the procedures to file a complaint, contact Stephanie Halford, Executive Director/Title VI Coordinator, at [stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org), by phone at: (701) 746-2660, or by visiting in person at either 255 North 4<sup>th</sup> Street, Grand Forks, ND 58203 or 600 DeMers Avenue, East Grand Forks, MN 56721. Complaint instructions and forms can also be found in the Title VI/Non-Discrimination Program and Limited English Proficiency Plan online at: [www.theforksmpo.org](http://www.theforksmpo.org). If you would like a hard copy of the complaint instructions and/or forms mailed to you, or if Title VI information is needed in another language or another format, please contact the GF-EGF MPO.

## Title VI Assurance

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) hereby gives public notice that it is the policy of the GF-EGF MPO to fully comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the American with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the GF-EGF MPO has a right to file a formal complaint with the GF-EGF MPO or the North Dakota Department of Transportation. Any such complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged discriminatory occurrence and should be filed with the GF-EGF MPO's Executive Director. For more information, or to obtain a Discrimination Complaint Form, please see the GF-EGF MPO's website at: [www.theforksmpo.org](http://www.theforksmpo.org), or visit our offices at: 255 North 4<sup>th</sup> Street, Grand Forks, ND 58203 or 600 DeMers Avenue, East Grand Forks, MN 56721.

**RESOLUTION APPROVING THE GRAND FORKS-EAST  
GRAND FORKS METROPOLITAN PLANNING  
ORGANIZATION’S 2024-2025 UNIFIED PLANNING WORK  
PROGRAM AND AUTHORIZING EXECUTION OF  
AGREEMENTS**

The Grand Forks-East Grand Forks Metropolitan Planning Organization’s Executive Policy Board, after due consideration, hereby makes the following findings:

1. The 2024-2025 Unified Planning Work Program (UPWP) for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) provides for a comprehensive transportation planning program in keeping with the policies of the GF-EGF MPO.
2. The UPWP requires that agreements with funding agencies be entered into and that the GF-EGF MPO Chair and Executive Director be authorized to execute said agreements.
3. The UPWP includes an estimate of hours and costs for various tasks. During the course of work on certain tasks estimates may understate or overstate the needed level of effort due to complete planned work, and minor amendments to the UPWP may be needed to better align project budgets with expenditures.

IN CONSIDERATION OF THESE FINDINGS, IT IS HEREBY RESOLVED by the GF-EGF MPO Executive Policy Board that:

1. The 2024-2025 Unified Planning Work Program for the GF-EGF MPO is hereby approved;
2. The GF-EGF MPO Chair and Executive Director are authorized to enter into agreements and amendments as needed with appropriate state and federal agencies to provide funding for activities approved in the UPWP;
3. The GF-EGF MPO commits to the provision of a 20% local match to state and federal planning funds;
4. It is acknowledged that full UPWP amendments per current policy of the NDDOT and FTA/FHWA will require formal action by the GF-EGF MPO Executive Policy Board; and
5. The Executive Director is authorized, without action by the Executive Policy Board, but with notice provided to the Board, to enter into administrative amendments to the UPWP per the policy of the NDDOT and FTA/FHWA as may be necessary.

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023.

GRAND FORKS-EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

By: \_\_\_\_\_ Chair

ATTEST: \_\_\_\_\_ Dated: \_\_\_\_\_



## TRANSPORTATION PLANNING PROCESS SELF-CERTIFICATION STATEMENT

The Grand Forks-East Grand Forks Metropolitan Planning Organization, the Metropolitan Planning Organization for the Grand Forks, North Dakota and East Grand Forks, Minnesota metropolitan region, hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 U.S.C. 134 and 49 U.S.C. 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 © and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination based on race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of FAST (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Grand Forks-East Grand Forks  
Metropolitan Planning Organization

North Dakota Department Of  
Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

In addition to those requirements outlined; in 23 CFR 450.336, the GF-EGF MPO is also required that its transportation planning process complies with additional Federal requirements, as follows:

- Private Enterprise Participation in the GF-EGF MPO's Planning Process (49 U.S.C. 1607 and 1602 (c))
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspend Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

The GF-EGF MPO Executive Policy Board also certifies that the 3-C (continuing, comprehensive, and cooperative) planning process used in the GF-EGF MPO Metropolitan area complies with the above federal requirements.

Every three years the GF-EGF MPO reviews the federal regulations in relationship to the GF-EGF MPOs planning program and generates a Metropolitan Transportation Planning Process Certification document to identify the Executive Policy Board requirements in meeting the intent of federal legislation. Annually, as part of the Transportation Improvement Program (T.I.P.), the Executive Policy Board chair signs on behalf of the full Policy Board a self-certification statement (as shown above) expressing the Board's confidence that the GF-EGF MPO's planning activities are following the federal requirements noted above.

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# INTRODUCTION

This document is the Unified Planning Work Program (UPWP) for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO).

In 1997, authorization was granted by the North Dakota Department of Transportation (NDDOT) to prepare a work program covering two program years. This UPWP covers 2024 and 2025. The UPWP identifies the activities for the metropolitan area that involve transportation planning.

The final UPWP was developed in cooperation with the MPO, the respective state departments of transportation and local transit operators.

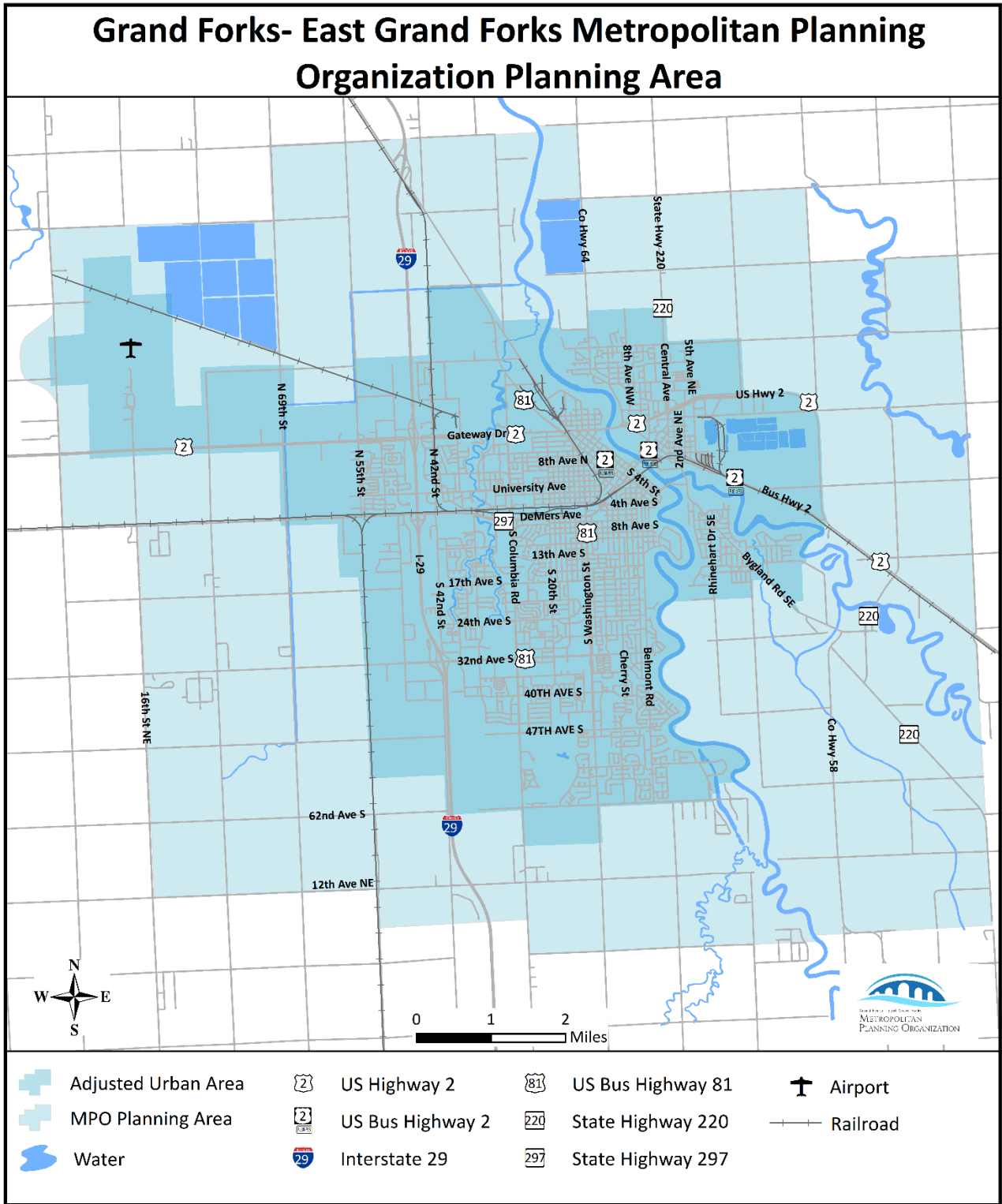
The basic format of the UPWP remains unchanged, with three major program areas:

- 100 – Program Administration
- 200 – Program Support and Coordination
- 300- Planning and Implementation

The UPWP has tasks that add flexibility of funding programming. Flexibility has been encouraged by the NDDOT to reduce the potential for numerous amendments due to underestimation of funding.



**FIGURE 1: GF-EGF MPO STUDY AREA**



# GF-EGF MPO REPRESENTATION

## COUNTIES:

Grand Forks County, North Dakota  
Polk County, Minnesota

## CITIES:

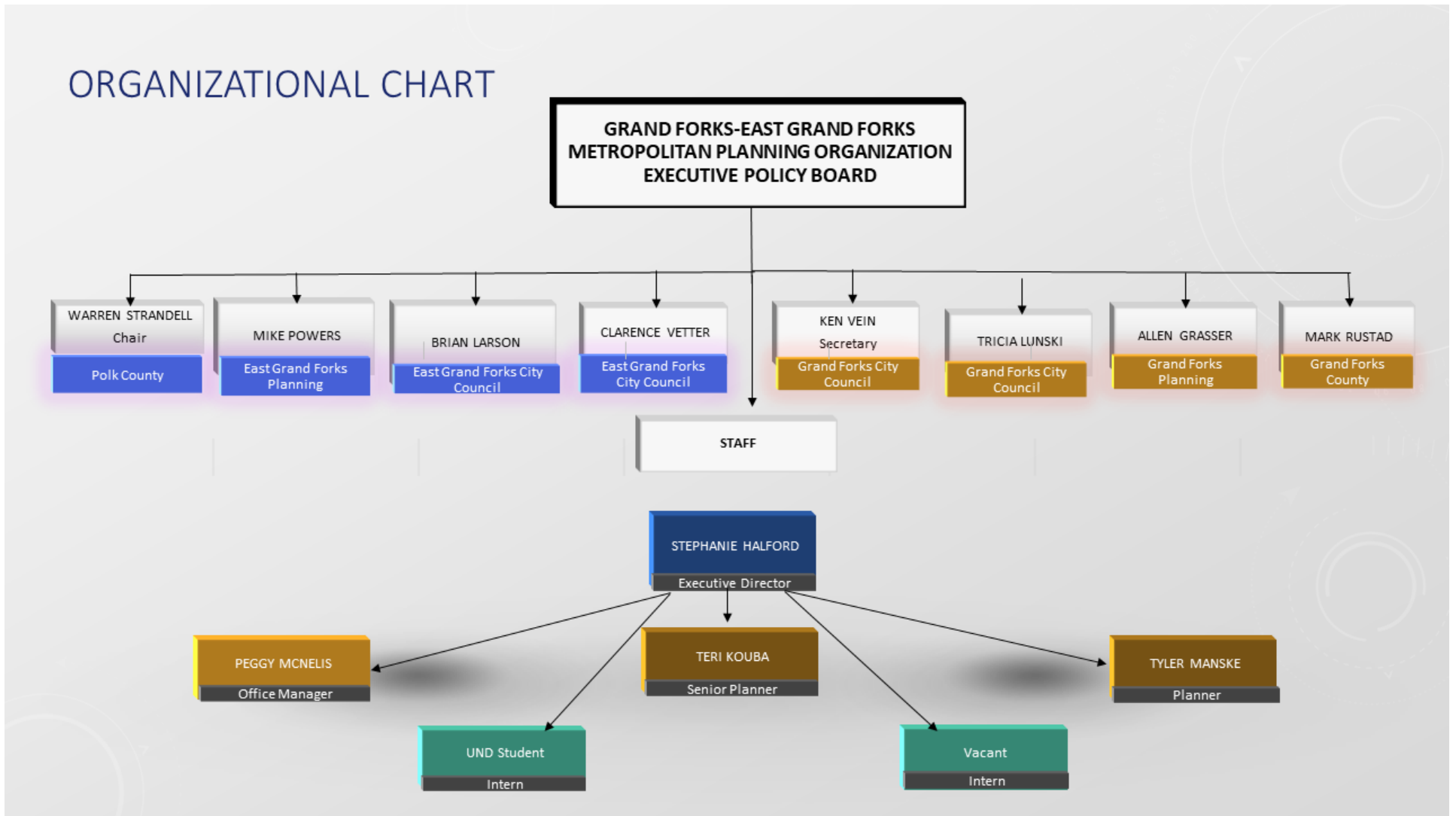
Grand Forks, North Dakota  
East Grand Forks, Minnesota

The GF-EGF MPO is directed by an eight (8) member Executive Policy Board comprised of elected officials representing the GF-EGF MPOs partner agencies. The current Executive Policy Board Representative are listed in Table 1 and Figure 2 below.

**Table 1: GF-EGF MPO Executive Policy Board Representatives**

<b>Executive Policy Board Members</b>	<b>Agency Represented</b>
Warren Strandell, Chair	Polk County
Ken Vein, Secretary	Grand Forks City Council
Tricia Lunski	Grand Forks City Council
Clarence Vetter	East Grand Forks City Council
Brian Larson	East Grand Forks City Council
Al Grasser	Grand Forks Planning and Zoning
Mike Powers	East Grand Forks Planning and Zoning
Bob Rost	Grand Forks County

**Figure 2: GF-EGF MPO Executive Policy Board Organizational Chart**



The GF-EGF MPO is advised by a thirteen (13) member Technical Advisory Committee (TAC) that reviews and formulates recommendations to the Executive Policy Board regarding the Unified Program Work Plan (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Plan (TIP), and other plans and studies prepared by the GF-EGF MPO. The current voting and non-voting Technical Advisory Committee (TAC) members are listed in Table 2 and Table 3 below.

**Table 2: GF-EGF MPO Technical Advisory Committee Voting Members**

<b>Voting Technical Advisory Committee Members</b>	<b>Agency Represented</b>
Wayne Zacher	NDDOT-Local Government Bismarck
Jon Mason	MnDOT-District 2 Bemidji
George Palo	NDDOT-Grand Forks District
David Kuharenko	Grand Forks City Engineering
Steve Emery	East Grand Forks Engineering
Nick West	Grand Forks County Engineer
Rich Sanders	Polk County Engineer
Ryan Brooks	Grand Forks Planning and Zoning
Nancy Ellis	East Grand Forks Planning and Zoning
Dale Bergman	Cities Area Transit
Nels Christianson	BNSF Railway Company
Ryan Riesinger	Airport Authority
Lane Magnuson	Grand Forks County Planning and Zoning

**Table 3: GF-EGF MPO Technical Advisory Committee Non-Voting Members**

<b>Non-Voting Technical Advisory Committee Members</b>	<b>Agency Represented</b>
Michael Johnson	NDDOT-Local Government Bismarck
Troy Schroeder	MnDOT-District 2 Bemidji
Jason Peterson	NDDOT-Grand Forks District
Carter Hunter	Grand Forks City Engineering
Brad Bail	East Grand Forks City Engineering
Pamela Todd	Federal Highway Administration – ND
Kristen Sperry	Federal Highway Administration – ND
Robertta Retzlaff	Federal Highway Administration – MN
Ranae Tunison	Federal Transit Administration – Denver
Erika Shepard	MnDOT-St. Paul, MN
Steve Gander	Mayor of East Grand Forks
Brandon Bochenski	Mayor of Grand Forks

Table 4 lists the current GF-EGF MPO full-time employees (Executive Director, Senior Planner, Office Manager, and Intern). It also notes a vacant planner position and vacant intern position.

**Table 4: GF-EGF MPO Employees**

<b>Full-Time Staff Members</b>	<b>Titles</b>
Stephanie Halford	Executive Director
Teri Kouba	Senior Planner
Tyler Manski	Planner
Peggy McNelis	Office Manager
UND Student	Intern
Vacant	Intern

## **MEETING SCHEDULES**

The dates for all of the GF-EGF MPO Executive Policy Board and Technical Advisory Committee meetings are posted on the MPO Website at: [www.theforksmmpo.org](http://www.theforksmmpo.org); on the City of Grand Forks' Website at: [www.grandforksgov.com](http://www.grandforksgov.com), and on the City of East Grand Forks' Website at: [www.egf.mn](http://www.egf.mn).

Generally, the GF-EGF MPO Technical Advisory Committee meets the second Wednesday of each month and the GF-EGF MPO Executive Policy Board meets the third Wednesday of each month, although special meetings may be scheduled and meeting dates may be changed due to lack of agenda items, schedule conflicts, etc. The tentative 2024/2025 meeting schedules for both the Executive Policy Board and the Technical Advisory Committee are shown below:

**Table 5: Tentative 2024 Meeting Schedule**

**(Meetings may be cancelled if there are no immediate action items and additional meetings may be scheduled if needed)**

<b>TECHNICAL ADVISORY COMMITTEE</b>	<b>MPO EXECUTIVE POLICY BOARD</b>
January 10, 2024	January 17, 2024
February 14, 2024	February 21, 2024
March 13, 2024	March 20, 2024
April 10, 2024	April 17, 2024
May 8, 2024	May 15, 2024
June 12, 2024	June 19, 2024
July 10, 2024	July 17, 2024
August 14, 2024	August 21, 2024
September 11, 2024	September 18, 2024
October 9, 2024	October 16, 2024
November 13, 2024	November 20, 2024
December 11, 2024	December 18, 2024

**Table 6: Tentative 2025 Meeting Schedule  
(Meetings may be cancelled if there are no immediate action items and additional meetings may be scheduled if needed)**

<b>TECHNICAL ADVISORY COMMITTEE</b>	<b>MPO EXECUTIVE POLICY BOARD</b>
January 8, 2025	January 15, 2025
February 12, 2025	February 19, 2025
March 12, 2025	March 19, 2025
April 9, 2025	April 16, 2025
May 14, 2025	May 21, 2025
June 11, 2025	June 18, 2025
July 9, 2025	July 16, 2025
August 13, 2025	August 20, 2025
September 10, 2025	September 17, 2025
October 8, 2025	October 15, 2025
November 12, 2025	November 19, 2025
December 10, 2025	December 17, 2025

# **GF-EGF MPO HISTORY/BACKGROUND**

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) was established in 1982 as a planning organization for the Grand Forks-East Grand Forks area. The Cities of Grand Forks, Grand Forks County, North Dakota and East Grand Forks, Polk County, Minnesota have joined together to ensure efficient, coordinated action in resolving intergovernmental issues.

The GF-EGF MPO provides a forum for public officials, citizens, and other interest groups to establish policies and plans to effectively deal with various metropolitan issues. The GF-EGF MPO also serves as a technical assistance and planning agency to complete studies and identify solutions to common metropolitan problems. Additionally, the GF-EGF MPO is responsible for disseminating information and promoting sound development throughout the area.

The principal role of the GF-EGF MPO is to harmonize the activities of federal, state, and local agencies; and to render assistance and encourage public participation in the development of the area. Specific programs the GF-EGF MPO is directly involved in include community development assistance, environmental and intergovernmental coordination, and area wide multi-modal transportation (auto, bus, bike, pedestrian) planning and programming.

The GF-EGF MPO is comprised of an eight-member Executive Policy Board that represents the metropolitan area and establishes overall policy direction for all aspects of the area wide planning program. Membership on the Executive Policy Board is voluntary; however, through the years all jurisdictions have continued to actively participate in the organization because of the benefits yielded by the multi-jurisdictional cooperation.

The GF-EGF MPO Executive Policy Board receives advice and recommendations from a thirteen (13) member Technical Advisory Committee comprised of representatives from the Cities of Grand Forks and East Grand Forks' Engineering and Planning departments; NDDOT, MnDOT, Cities Area Transit, Polk County, Grand Forks County, BNSF, and the Grand Forks Airport Authority.

The GF-EGF MPO is responsible for facilitating a Continuing, Cooperative, and Comprehensive (3-C) planning process in accordance with Federal regulations. The primary outcomes of the 3-C planning process are developing and updating a multimodal metropolitan transportation plan (MTP), which has a 20-year planning horizon, but which is updated every five years; annually preparing and maintaining a four-year Transportation Improvement Plan (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

The GF-EGF works in cooperation with its key planning partners that include the Minnesota Department of Transportation (MnDOT), the North Dakota Department of Transportation (NDDOT), the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), the City of East Grand Forks, the City of Grand Forks, Polk County, and Grand Forks County.

# SCHEDULE TOWARDS 2050 MTP UPDATE

Our federal and state partners requested information on how the GF-EGF MPO expects to make progress towards completing the next 5-year cycle of updating the Metropolitan Transportation Plan. The deadline is January 2024. The GF-EGF MPO has developed the matrix shown below in Table 7 that outlines the major activities and their expected completion dates.

**Table 7: Timeline To 2050 MTP Update and Timeline to 2055 MTP Update**

Year Begin	Activity	Year Complete	Consultant
Jan. 1, 2019	ITS Reg. Arch.	Dec. 31, 2019	ATAC
Jan. 1, 2020	GF 2050 LU	Dec. 31, 2021	Yes
Jan. 1, 2020	EGF 2050 LU	Dec. 31, 2021	Yes
Jan. 1, 2021	Bike/Ped Update	Aug. 31, 2023	Yes
Jan. 1, 2021	TDP Update	Dec. 31, 2022	Yes
Jan. 1, 2022	2050 MTP Update	Jan. 31, 2024	Yes
5-Year Cycle with The MTP Ending on January 31, 2024			

Year Begin	Activity	Year Complete	Consultant
Jan. 1, 2024	ITS Reg. Arch.	Dec. 31, 2024	ATAC
Jan. 1, 2025	GF 2050 LU	Dec. 31, 2026	Yes
Jan. 1, 2025	EGF 2050 LU	Dec. 31, 2026	Yes
Jan. 1, 2026	Bike/Ped Update	Dec. 31, 2027	Yes
Jan. 1, 2026	TDP Update	Dec. 31, 2027	Yes
Jan. 1, 2027	2050 MTP Update	Jan. 31, 2029	Yes
5-Year Cycle with The MTP Ending on January 31, 2029			



# FEDERAL PLANNING FACTORS

The GF-EGF MPO' metropolitan planning process shall be continuous, cooperative, and comprehensive (3-Cs), and will provide for consideration and implementation of projects, strategies, and services that will address the following ten factors:

➤ ECONOMIC VITALITY

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

➤ SAFETY

Increase the safety of the transportation system for motorized and non-motorized vehicles.

➤ SYSTEM SECURITY

Increase the security of the transportation system for motorized and non-motorized vehicles.

➤ ACCESSIBILITY & MOBILITY

Increase accessibility and mobility of people and freight.

➤ PROTECT ENVIRONMENT

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

➤ CONNECTIVITY & INTEGRATION

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

➤ EFFICIENCY

Promote efficient system management and operation.

➤ SYSTEM PRESERVATION

Emphasize the preservation of the existing transportation system.

➤ RESILIENCE & RELIABILITY

Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

➤ TRAVEL & TOURISM

Enhance travel and tourism.

Consideration of the planning factors shall be reflected, as appropriate, in the metropolitan transportation process. The degree of consideration and analysis of the factor should be based on the scale and complexity of issues, including transportation system development, land use, employment, economic development, human and natural environment and housing and community development.

Table 8 provides a summary overview of how consideration of the ten Federal Planning Factors identified in CFR 450.308 are incorporated into the UPWP across the various Work Tasks that have been identified for 2023.

**TABLE 8: CONSIDERATION OF FEDERAL PLANNING FACTORS IN THE GF-EGF MPO 2023 UPWP WORK TASKS**

GF-EGF MPO's UPWP Program Areas		FAST PLANNING FACTORS									
		Economic vitality	System Safety	System Security	Accessibility & Mobility	Protect Environment	Integration & Connectivity	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100.0	Program Administration	A	A	A	A	A	A	A	A	A	A
200.0	Program Support and Coordination	S	S	S	S	S	S	S	S	S	S
300.0	Planning and Implementation	P	P	P	P	P	P	P	P	P	P

**P – Primary relationship between UPWP Program Area and MTP Goal** – this program area is specifically aimed at MTP goals and objectives

**S – Secondary relationship between UPWP Program Area and MTP Goal** – these UPWP Program Areas are important opportunities for conveying information to local officials and/or the public, and at finding cross-over benefits for other modes of transportation or other metropolitan area goals.

**A – Administrative** – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP

## PLANNING EMPHASIS AREAS (PEAs)

On December 30, 2021, the Federal Highway Administration and Federal Transit Administration jointly issued updated guidance on Planning Emphasis Areas (PEA) to be addressed by the MPOs in its planning efforts. The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the GF-EGF MPO MTP. The most current MTP, was approved

January 31, 2019. It established policies, goals, and associated objectives to guide transportation investments in the GF-EGF MPO region through the year 2045. The following are the current PEAs:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Ensure that transportation plans and investments help achieve national greenhouse gas reduction goals and increase resilience to extreme weather events and other disasters resulting from increasing effect of climate change.

- Equity and Justice<sup>40</sup> in Transportation Planning

Advance equity and support for underserved and disadvantaged communities and ensure public involvement in the planning process that reflects the various perspectives, concerns, and priorities of impacted populations and areas.

- Complete Streets

Plan, develop and operate streets and networks that prioritize safety, comfort and access to destinations for all users of the street network, providing an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities.

- Public Involvement

Increase meaningful public involvement in transportation planning by ensuring early, effective and continuous public opportunity for input to bring diverse viewpoints into the decision-making process, in part by considering the use of new tools and techniques that can enhance public and stakeholder understanding of proposed plans, programs and projects.

- Strategic Highway Network/U.S. Department of Defense Coordination

Coordinate with appropriate federal agency representatives on infrastructure and connectivity needs for STRAHNET routes and other public roads that serve national security needs.

- Federal Land Management (FLMA) Coordination

Coordinate with FMLAs on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal Lands.

- Planning and Environmental Linkages Studies

Link the transportation planning process to the environmental planning process early in the planning efforts through a collaborative and integrated approach to transportation decision making that considers environmental, community and economic goals early, and carry those considerations through to project development and delivery.

- Data in Transportation Planning

Develop and advance data sharing principles at the state, MPO and local level to facilitate incorporation of data assets across multiple programs such as freight, bike and pedestrian planning, equity analysis, and performance monitoring and management to allow for the efficient use of data resources and improvement policy and decision-making.

Table 9 provides a summary overview of how consideration of the eight PEAs are incorporated into the UPWP across the various Work Tasks that have been identified for FY2023.

**Table 9: Addressing PEAs in the GF-EGF MPO UPWP**

Task	Climate	Equity	Complete Streets	Public Outreach	STRAHNET	FLMA	PELS	Data
<b>100.0 PROGRAM ADMINISTRATION</b>								
100.1 General Admin				X				X
100.2 UPWP Develop				X				X
100.3 Financial Mgt.								X
100.4 Facilities & Overhead								
<b>200.0 PROGRAM SUPPORT AND COORDINATION</b>								
200.1 Interagency Coord.		X		X		X		X
200.2 Public Info & Citizen Participation		X		X				X
200.3 Education/Training & Travel		X		X				X
200.4 Equipment								
<b>300.0 PLANNING AND IMPLEMENTATION</b>								
300.1 Transportation Plan Update & Implementation	X	X	X	X	X	X	X	X
300.2 Corridor Planning	X	X	X	X	X	X	X	X
300.3 TIP & Manual Update	X	X	X	X	X	X		X
300.4 Land Use Plans	X	X	X	X			X	X
300.5 Special Studies	X	X	X	X	X	X	X	X
300.6 Plan Monitoring, Review & Eval				X				X
300.7 GIS Development & Application	X	X		X			X	X

# FUNDING OVERVIEW AND ANNUAL BUDGETS

## FEDERAL FUNDING

The Federal Highway Administration and Federal Transit Administration provide federal funding (PL and FTA Section 5303 funds, respectively) to assist the GF-EGF MPO in providing the services identified in the UPWP. These funds are combined into an annual Consolidated Planning Grant (CPG). Per the agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

## STATE AND LOCAL FUNDING

The Cities of Grand Forks and East Grand Forks, as well as MnDOT, provide the 20% local match required for use of federal funds. There may be additional local funds from other organizations, such as Grand Forks County and Polk County for studies that they agree to participate in as well. Tables 10 through 13 provide the funding sources, budgets, and cost allocation plans for Calendar Year 2023 and Calendar Year 2024.

**Table 10: GF-EGF MPO 2024 Funding Source Summary**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2024**	\$	\$	\$	%	\$	\$	\$	%
Complete Streets***	\$	\$	\$	%	\$	\$	\$	%
MN State*	\$	\$	\$	%	\$	\$	\$	%
SS4A****	\$ 208,613	\$ 52,153	\$ 260,767	%	\$	\$	\$	%
<b>TOTAL</b>	<b>\$ 1,060,117</b>	<b>\$ 265,029</b>	<b>\$ 1,139,361</b>	<b>100%</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100%</b>

\* Minnesota State Money is used for match for federal funds reducing local match.

\*\* Contains ND CPG and MN CPG.

\*\*\* Complete Streets.

\*\*\*\* Safe Streets For All (SS4A)

**Table 11: GF-EGF MPO 2024 Cost Allocation**

FUND	AMOUNT	PERCENT
Consolidated Planning Grant	\$	%
MN State	\$	%
Local Match to MN State	\$	%
Other Local Match	\$	%
Safe Streets For All (SS4A)	\$	%
<b>TOTAL</b>	<b>\$ 1,139,361</b>	<b>100%</b>

Percentages are rounded to the nearest tenth.

**Table 12: GF-EGF MPO 2025 Funding Source Summary**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2024**	\$	\$	\$	%	\$	\$	\$	%
Complete Streets***	\$	\$	\$	%	\$	\$	\$	%
MN State*	\$	\$	\$	%	\$	\$	\$	%
SS4A****	\$ 188,209	\$ 47,052	\$ 235,262	%	\$	\$	\$	%
<b>TOTAL</b>	<b>\$ 1,242,498</b>	<b>\$ 310,625</b>	<b>\$ 1,397,910</b>	<b>100%</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>100%</b>

\* Minnesota State Money is used for match for federal funds reducing local match.

\*\* Contains ND CPG and MN CPG.

\*\*\* Complete Streets

\*\*\*\* Safe Streets For All (SS4A)

**Table 13: GF-EGF MPO 2025 Cost Allocation**

FUND	AMOUNT	PERCENT
Consolidated Planning Grant	\$	%
MN State	\$	%
Local Match to MN State	\$	%
Other Local Match	\$	%
<b>TOTAL</b>	<b>\$ 1,397,910</b>	<b>100%</b>

Percentages are rounded to the nearest tenth.

Tables 14 and 15 are the budget worksheets for Calendar Years 2024 and 2025. They show the program funding breakdown, programmed projects, MPO staff hours, and consultant hours/costs.

**GRAND FORKS-EAST GRAND FORKS  
2024 ANNUAL WORK PROGRAM**

**TABLE 14**

ACTIVITY			FUNDING SOURCE			STAFF/CONSULTANT COSTS							
						Exec. Dir. FTE=1.0	Sr. Planner FTE=1.0	Planner FTE=1.0	Off. Mgr. FTE=1.0	Total Staff Hours	Total Staff Costs	Consultant Costs/ Registration/Fees	Total Costs
Fed/State	Local	TOTAL											
<b>100.0 PROGRAM ADMINISTRATION</b>						\$97.03	\$56.47	\$50.12	\$54.60				
100.1	General Administration		\$ 46,762	\$ 11,690	\$ 58,452	\$ 14,554.50	\$ 8,470.50	\$ 3,759.00	\$ 31,668.00	955	\$ 58,452.00	\$ -	\$ 58,452.00
100.2	UPWP Development		\$ 19,267	\$ 4,817	\$ 24,083	\$ 14,554.50	\$ 564.70	\$ 501.20	\$ 8,463.00	325	\$ 24,083.40	\$ -	\$ 24,083.40
100.3	Financial Management		\$ 25,234	\$ 6,309	\$ 31,543	\$ 9,703.00	\$ -		\$ 21,840.00	500	\$ 31,543.00	\$ -	\$ 31,543.00
100.4	Facilities And Overhead		\$ 24,000	\$ 6,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ 30,000.00
<b>200.0 PROGRAM SUPPORT AND COORD.</b>													
200.1	Interagency Coordination		\$ 47,392	\$ 11,848	\$ 59,240	\$ 16,980.25	\$ 8,470.50	\$ 3,759.00	\$ 30,030.00	950	\$ 59,239.75	\$ -	\$ 59,239.75
200.2	Public Info & Citizen Participation		\$ 15,231	\$ 3,808	\$ 19,039	\$ 2,425.75	\$ 1,129.40	\$ 10,024.00	\$ 5,460.00	345	\$ 19,039.15	\$ -	\$ 19,039.15
200.3	Education/Training & Travel		\$ 41,453	\$ 10,363	\$ 51,816	\$ 19,406.00	\$ 11,294.00	\$ 10,024.00	\$ 1,092.00	620	\$ 41,816.00	\$10,000.00	\$ 51,816.00
200.4	Equipment		\$ 32,000	\$ 8,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 40,000.00
<b>300.0 PLANNING AND IMPLEMENTATION</b>													
300.1	Transportation Plan Update & Imp.		\$ 124,090	\$ 31,023	\$ 155,113								
	300.11	A.T.A.C.	\$ 8,000	\$ 2,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ 10,000.00	\$ 10,000.00
	300.12	ITS Architecture	\$ 40,713	\$ 10,178	\$ 50,892	\$ 4,851.50	\$ 19,764.50	\$ -	\$ 1,275.50	425	\$ 25,891.50	\$ 25,000.00	\$ 50,891.50
	300.13	Street/Highway Element	\$ 75,377	\$ 18,844	\$ 94,221	\$ 9,703.00	\$ 5,647.00	\$ 2,506.00	\$ 1,365.00	275	\$ 19,221.00	\$ 75,000.00	\$ 94,221.00
300.2	Corridor Planning		\$ 43,360	\$ 10,840	\$ 54,200								
	300.21	A.T.A.C. Traffic Count	\$ 31,142	\$ 7,786	\$ 38,928	\$ 4,851.50	\$ 2,823.50	\$ 1,253.00	\$ -	125	\$ 8,928.00	\$ 30,000.00	\$ 38,928.00
	300.22	Corridor Preservation	\$ 12,217	\$ 3,054	\$ 15,272	\$ 7,277.25	\$ 4,235.25	\$ 3,759.00	\$ -	225	\$ 15,271.50	\$ -	\$ 15,271.50
300.3	TIP And Manual Update		\$ 22,771	\$ 5,693	\$ 28,464	\$ 4,851.50	\$ 9,882.25	\$ 8,269.80	\$ 5,460.00	490	\$ 28,463.55	\$ -	\$ 28,463.55
300.5	Special Studies		\$ 400,091	\$ 100,023	\$ 500,114								
	300.51	Future Bridge	\$ 9,703	\$ 2,426	\$ 12,129	\$ 12,128.75	\$ -	\$ -	\$ -	125	\$ 12,128.75	\$ -	\$ 12,128.75
	300.52	Policy & Procedure Updates	\$ 30,826	\$ 7,707	\$ 38,533	\$ 12,613.90	\$ 5,647.00	\$ 17,542.00	\$ 2,730.00	500	\$ 38,532.90	\$ -	\$ 38,532.90
	*300.53	Safe Streets For All (SS4A)	\$ 208,613	\$ 52,153	\$ 260,767	\$ 38,812.00	\$ 2,823.50	\$ 15,036.00	\$ 4,095.00	825	\$ 60,766.50	\$ 200,000.00	\$ 260,766.50
	300.54	Grand Valley Study	\$ 150,949	\$ 37,737	\$ 188,686	\$ 19,891.15	\$ 5,647.00	\$ 18,795.00	\$ -	680	\$ 38,686.15	\$ 150,000.00	\$ 188,686.15
300.6	Plan Monitoring, Review & Eval.		\$ 49,763	\$ 12,441	\$ 62,204								
	300.61	Performance Annual Rpt	\$ 10,085	\$ 2,521	\$ 12,607	\$ 7,277.25	\$ 2,823.50	\$ 2,506.00	\$ -	175	\$ 12,606.75	\$ -	\$ 12,606.75
	300.62	Data Collection	\$ 39,678	\$ 9,919	\$ 49,597	\$ 1,940.60	\$ 5,647.00	\$ 4,009.60	\$ -	200	\$ 11,597.20	\$ 38,000.00	\$ 49,597.20
300.7	GIS Development And Application		\$ 20,075	\$ 5,019	\$ 25,094	\$ -	\$ 22,588.00	\$ 2,506.00	\$ -	450	\$ 25,094.00	\$ -	\$ 25,094.00
<b>TOTAL</b>			\$ 1,062,438	\$ 265,609	\$ 1,328,047	\$ 201,822.40	\$ 117,457.60	\$ 104,249.60	\$ 113,478.50	8190	\$ 531,361.10	\$ 538,000.00	\$ 1,139,361.10
						2080	2080	2080	2080				\$ 878,594.60

\*300.53 - Safe Streets For All (SS4A) Is Funded With A Grant And Will Not Be Included In The NDDOT/MnDOT Planning Fund Billing

**GRAND FORKS-EAST GRAND FORKS  
2025 ANNUAL WORK PROGRAM**

**TABLE 15**

ACTIVITY			FUNDING SOURCE			STAFF/CONSULTANT COSTS							
			Fed/State	Local	TOTAL	Exec. Dir. FTE=1.0	Sr. Planner FTE=1.0	Planner FTE=1.0	Off. Mgr. FTE=1.0	Total Staff Hours	Total Staff Costs	Consultant Costs/ Registration/Fees	Total Costs
<b>100.0 PROGRAM ADMINISTRATION</b>						\$100.91	\$58.73	\$52.13	\$56.78				
100.1	General Administration		\$ 48,631	\$ 12,158	\$ 60,788	\$ 15,136.50	\$ 8,809.50	\$ 3,909.75	\$ 32,932.40	955	\$ 60,788.15	\$ -	\$ 60,788.15
100.2	UPWP Development		\$ 20,037	\$ 5,009	\$ 25,046	\$ 15,136.50	\$ 587.30	\$ 521.30	\$ 8,800.90	325	\$ 25,046.00	\$ -	\$ 25,046.00
100.3	Financial Management		\$ 26,242	\$ 6,561	\$ 32,803	\$ 10,091.00	\$ -	\$ -	\$ 22,712.00	500	\$ 32,803.00	\$ -	\$ 32,803.00
100.4	Facilities And Overhead		\$ 24,000	\$ 6,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ 30,000.00
<b>200.0 PROGRAM SUPPORT AND COORD.</b>													
200.1	Interagency Coordination		\$ 49,286	\$ 12,322	\$ 61,608	\$ 17,659.25	\$ 8,809.50	\$ 3,909.75	\$ 31,229.00	950	\$ 61,607.50	\$ -	\$ 61,607.50
200.2	Public Info & Citizen Participation		\$ 11,671	\$ 2,918	\$ 14,588	\$ 2,522.75	\$ 1,174.60	\$ 5,213.00	\$ 5,678.00	245	\$ 14,588.35	\$ -	\$ 14,588.35
200.3	Education/Training & Travel		\$ 42,792	\$ 10,698	\$ 53,490	\$ 20,182.00	\$ 11,746.00	\$ 10,426.00	\$ 1,135.60	620	\$ 43,489.60	\$10,000.00	\$ 53,489.60
200.4	Equipment		\$ 32,000	\$ 8,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 40,000.00
<b>300.0 PLANNING AND IMPLEMENTATION</b>													
300.1	Transportation Plan Update & Imp.		\$ 8,000	\$ 2,000	\$ 10,000								
	300.11 A.T.A.C.		\$ 8,000	\$ 2,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	0	\$ -	\$ 10,000.00	\$ 10,000.00
300.2	Corridor Planning		\$ 44,134	\$ 11,034	\$ 55,168								
	300.21 A.T.A.C. Traffic Count		\$ 31,428	\$ 7,857	\$ 39,285	\$ 5,045.50	\$ 2,936.50	\$ 1,303.25	\$ -	125	\$ 9,285.25	\$ 30,000.00	\$ 39,285.25
	300.22 Corridor Preservation		\$ 12,706	\$ 3,177	\$ 15,883	\$ 7,568.25	\$ 4,404.75	\$ 3,909.75	\$ -	225	\$ 15,882.75	\$ -	\$ 15,882.75
300.3	TIP And Manual Update		\$ 18,358	\$ 4,590	\$ 22,948	\$ 5,045.50	\$ 4,404.75	\$ 7,819.50	\$ 5,678.00	375	\$ 22,947.75	\$ -	\$ 22,947.75
300.4	Land Use Plan		\$ 254,446	\$ 63,612	\$ 318,058								
	300.41 Grand Forks		\$ 150,323	\$ 37,581	\$ 187,904	\$ 18,668.35	\$ 8,809.50	\$ 10,426.00	\$ -	535	\$ 37,903.85	\$ 150,000.00	\$ 187,903.85
	300.42 East Grand Forks		\$ 104,123	\$ 26,031	\$ 130,154	\$ 5,045.50	\$ 14,682.50	\$ 10,426.00	\$ -	500	\$ 30,154.00	\$ 100,000.00	\$ 130,154.00
300.5	Special Studies		\$ 474,362	\$ 118,590	\$ 592,952								
	300.51 Future Bridge		\$ 6,055	\$ 1,514	\$ 7,568	\$ 7,568.25	\$ -	\$ -	\$ -	75	\$ 7,568.25	\$ -	\$ 7,568.25
	300.52 Policy & Procedure Updates		\$ 25,237	\$ 6,309	\$ 31,547	\$ 10,091.00	\$ 5,873.00	\$ 9,904.70	\$ 5,678.00	490	\$ 31,546.70	\$ -	\$ 31,546.70
	*300.53 Safe Streets For All (SS4A)		\$ 188,209	\$ 47,052	\$ 235,262	\$ 40,364.00	\$ -	\$ 15,639.00	\$ 4,258.50	775	\$ 60,261.50	\$ 175,000.00	\$ 235,261.50
	300.54 Micro Transit		\$ 124,170	\$ 31,043	\$ 155,213	\$ -	\$ 23,492.00	\$ 5,213.00	\$ -	500	\$ 5,213.00	\$ 150,000.00	\$ 155,213.00
	300.55 One Way Pairs		\$ 130,690	\$ 32,673	\$ 163,363	\$ 20,182.00	\$ 2,936.50	\$ 10,426.00	\$ -	450	\$ 13,362.50	\$ 150,000.00	\$ 163,362.50
300.6	Plan Monitoring, Review & Eval.		\$ 48,189	\$ 12,047	\$ 60,236								
	300.61 Performance Annual Rpt		\$ 10,489	\$ 2,622	\$ 13,111	\$ 7,568.25	\$ 2,936.50	\$ 2,606.50	\$ -	175	\$ 13,111.25	\$ -	\$ 13,111.25
	300.62 Data Collection		\$ 37,700	\$ 9,425	\$ 47,125	\$ 2,018.20	\$ 2,936.50	\$ 4,170.40	\$ -	150	\$ 9,125.10	\$ 38,000.00	\$ 47,125.10
300.7	GIS Development And Application		\$ 16,180	\$ 4,045	\$ 20,226	\$ -	\$ 17,619.00	\$ 2,606.50	\$ -	350	\$ 20,225.50	\$ -	\$ 20,225.50
<b>TOTAL</b>			\$ 1,242,498	\$ 310,625	\$ 1,397,910	\$ 209,892.80	\$ 119,221.90	\$ 108,430.40	\$ 118,102.40		\$ 433,489.65	\$ 813,000.00	\$ 1,397,910.00
						2080	2080	2080	2080	8320			\$ 1,162,648.50

\*300.53 - Safe Streets For All (SS4A) Is Funded With A Grant And Will Not Be Included In The NDDOT/MnDOT Planning Fund Billing



# **100.1 PROGRAM ADMINISTRATION**

## **100.1 GENERAL ADMINISTRATION**

### **Objective:**

To administer and manage the Metropolitan Planning Organization's staff and selected consultants. This means empowering the staff to become more responsible for initiation, execution, and follow-up on elements of the work program. It will include staffing, supervision, and program management to ensure that programs are efficiently and effectively managed.

### **Proposed Work:**

Administrative activities include coordinating and managing the GF-EGF MPO accounts, records, and contracts. This element will include all activities normally associated with general administration, personnel supervision, and program management. The contracts include the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants received as pass-through from the States of Minnesota and North Dakota. An additional contract is signed annually with the Minnesota Department of Transportation (MnDOT) for a small amount of Minnesota State funds. The amount of funds received by federal, or state agencies can be found in Tables 10 through 13.

Salary costs billable to this item include such administrative tasks as maintaining the GF-EGF MPO's personnel records, performing performance evaluations and filing.

### **Products:**

- Human resource activities are needed to maintain, evaluate, and complete all necessary personnel items and products. Office filing and other general office management duties are done under this task.

### **Completion Date(s):**

- Ongoing activity.

<b>Planning Factors</b>	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Public Outreach, PELS		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$58,063.50	955	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$60,788.15	955	\$0.00

## **100.2 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT**

### **Objective:**

To implement, amend, and update, as necessary, the 2024-2025 Unified Planning Work Program (UPWP) for the GF-EGF MPO. To prepare the 2025-2026 UPWP for the GF-EGF MPO.

### **Proposed Work:**

Project solicitation will remain open, and amendments or additional work activities will be added as required. In anticipation of unidentified work elements, additional funding will be programmed under technical assistance. Requests will be reviewed and submitted to the GF-EGF MPO Technical Advisory Committee (TAC) for approval. The major request will be followed by authorization of the GF-EGF MPO Executive Policy Board. The preparation of minutes for the Executive Policy Board and its Finance Committee, as well as the TAC, will also be part of this task.

The resources to hold the monthly Technical Advisory Committee (TAC) and Executive Policy Board meetings are products of this activity. These include assembling the agenda packets, scheduling the meeting room logistics and preparing accurate minutes.

Narratives will be completed for each task in the Annual Work Program for the Mid-Year Report and the Final Report. Other products include minutes detailing various ad hoc committee and sub-committee actions.

### **Products:**

1. Monthly TAC and Executive Policy Board meetings and minutes.
2. Necessary 2024 and/or 2025 work activity revisions and financial amendments to the UPWP will be made.
3. Adoption of the 2025-2026 UPWP.

### **Completion Date(s):**

1. Ongoing activity
2. As needed.
3. November 30, 2024.

<b>Planning Factors</b>	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Data, Public Outreach		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$24,031.60	325	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$25,046.00	325	\$0.00

## **100.3 FINANCIAL MANAGEMENT**

### **Objective:**

To provide the financial management and oversight of the MPO accounting system as required by the GF-EGF MPO Executive Policy Board and Federal and State regulations.

### **Proposed Work:**

The GF-EGF MPO's Financial and human resources related items are done in-house by the GF-EGF MPO's Office Manager.

The charge for annual audits and the monthly financial reports, as well as the time necessary to prepare the various accounting functions (e.g., payroll, journal entries, general ledger entries, invoicing, payment of taxes, worker's compensation, unemployment, and pension benefits), are completed under this task.

The cost of purchasing bonding insurance for the members of the Executive Policy Board and staff will also be charged for this task.

### **Products:**

1. Monthly financial statements, including monthly billings.
2. Year-end Financial Report – January 31, 2024, and January 31, 2025
3. FY2023 Annual Audit
4. FY2024 Annual Audit

### **Completion Date(s):**

1. Monthly Financial Information – The end of the following month.
2. Year-end Financial Report – January 31, 2024, and January 31, 2025.
3. FY2023 Annual Audit – April 30, 2024.
4. FY2024 Annual Audit – April 30, 2025.

<b>Planning Factors</b>			
<b>Planning Emphasis Areas</b>	Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$31,543.00	500	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$32,803.00	500	\$0.00

## **100.4 FACILITIES AND OVERHEAD**

### **Objective:**

To monitor and track non-salaried administrative items.

### **Proposed Work:**

Non-salaried costs for miscellaneous photocopying and office supplies are included in this task. Small equipment purchases, paper, postage, commercial printing, and advertising (to include public hearing notices) will be charged to this task when not appropriate to other elements in the work program.

Items covered also include fixed administrative cost for office rent in East Grand Forks City Hall. The rental agreement for office space is negotiated on a square-foot basis using reasonable market rates and includes the cost of heat, utilities, janitorial services, and furnishing. Grand Forks is currently studying its space within its City Hall, so during this time the GF-EGF MPO is still temporarily shifting its main staffing to the East Grand Forks City Hall Office.

### **Products:**

1. GF-EGF MPO Office Space East Grand Forks City Hall.
2. Non-salaried administrative costs of supplies.

### **Completion Date(s):**

1. Not Applicable.
2. Not Applicable.

<b>Planning Factors</b>			
<b>Planning Emphasis Areas</b>			
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$30,000.00	0	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$30,000.00	0	\$0.00

# **200.0 PROGRAM SUPPORT AND COORDINATION**

## **200.1 Interagency Coordination**

### **Objective:**

To increase communication among member units of government through participation and coordination in the Technical Advisory Committee, GF-EGF MPO, City Council, Planning Commission, and various other meetings.

### **Proposed Work:**

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) staff will continue to aid various committees involved in transportation planning. Currently, the GF-EGF MPO provides staff services to the MPO Executive Policy Board; the Technical Advisory Committee, the Greenway Trail Users Committee, City Councils, and City Planning and Zoning Commissions.

Special committees are normally formed to address specific studies. The time spent staffing and coordinating these special committees will be charged against those specific work elements whenever possible.

GF-EGF MPO staff also attend the Area Transportation Partnership (ATP) meetings in northwest Minnesota. Those meetings, like many of the county and city meetings, are held monthly. The time spent attending or participating in various non-project-specific meetings (non-educational) in either North Dakota or Minnesota will be charged for this task. This will include, but not be limited to, meetings with federal and state personnel on various matters, attending MPO Directors meetings in both Minnesota and North Dakota, staff, and TIP development meetings.

### **Products:**

1. Meetings, agendas, attendance, rosters, minutes, recommendations, press releases, and committee action on transportation issue.
2. Update Bylaws.

### **Completion Date(s):**

1. Ongoing activity.
2. MPO By-Law Update - December 31, 2024.

<b>Planning Factors</b>	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Public Outreach, Equity, PELS		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$59,239.75	950	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$61,607.50	950	\$0.00

## **200.2 Public Information And Citizen Participation**

### **Objective:**

To ensure broad-based citizen input into the transportation planning process undertaken by the GF-EGF MPO.

### **Proposed Work:**

In 1994, the GF-EGF MPO adopted a Public Participation Plan (PPP). This plan provides guidance and defines the process to ensure public participation in the transportation planning process.

The Plan was most recently updated in 2020 and will continue to be monitored and updated as appropriate, with the more effective techniques emphasized and ineffective ones discarded.

The PPP also incorporates the GF-EGF MPO's Title VI, Limited English Proficiency (LEP) ADA, and Environmental Justice documents.

Increased visualization techniques via the internet will be done. The GF-EGF MPO website was shifted to a new platform and is more user friendly. Video conferencing options for member participation, and general public, are continuing to be furthered as the concerns over health issues are in the forefront.

### **Products:**

1. Implement and maintain the Public Participation Plan.
2. Continue to assist the NDDOT and MnDOT by performing complementary public involvement assistance as requested.
3. Maintain the GF-EGF MPO Website.

### **Completion Date(s):**

1. Implementation and maintenance of the Public Participation Plan is an ongoing activity.
2. Assisting the NDDOT and MnDOT is done as needed.
3. Maintaining the GF-EGF MPO Website is done as needed.
4. Updating and maintaining the Public Participation Plan is done as needed.

<b>Planning Factors</b>	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Equity, Public Outreach, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$19,039.15	345	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$14,588.35	245	\$0.00



## **200.3 EDUCATION/TRAINING AND TRAVEL**

### **Objective:**

To educate and maintain a staff with the skills and knowledge to carry-out the planning activities of the Grand Forks-East Grand Forks Metropolitan Planning Organization.

### **Proposed Work:**

Staff members will attend various workshops, short courses, and seminars that will enhance their knowledge and working skills. Training will be based on MPO programming needs and staff deficiencies.

Staff attendance at other meetings, either in North Dakota or Minnesota, shall be approved in advance by the Executive Director.

Staff time for attendance at any approved training or educational conference or seminar will be charged to this element. Per diem and mileage costs to attend meetings listed in this element, or in either the Public Information or Interagency Coordination elements, will be at the rate set by the Executive Policy Board, which is the GSA rate.

1. Minnesota MPO Workshop
2. North Dakota Transportation Conference
3. AMPO Conference
4. Western Planner Conference
5. APA National Planning Conference
6. GIS Training
7. Others to be identified.

### **Products:**

- A better educated and trained staff that are more capable of performing their job duties.

### **Completion Date(s):**

1-7. Not Applicable.

<b>Planning Factors</b>	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Equity, Public Outreach, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Reg. Fee/Travel</b>
	\$51,816.00	620	\$10,000.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Reg. Fee/Travel</b>
	\$53,489.60	620	\$10,000.00

## **200.4 EQUIPMENT**

### **Objective:**

To improve the MPO's ability to store, retrieve, and analyze transportation related data and to provide the necessary tools to operate an efficient office.

### **Proposed Work:**

Purchase, maintenance, and repair of computer equipment; purchase and maintenance of computer software; purchase of wall divider, furniture, and other required parts to remodel one office into two offices.

The anticipated equipment/software purchases for 2024-2025 may include, but are not limited to the following:

1. New computer for Senior Planner
2. Computer/software upgrades as required.

### **Products:**

1. New computer(s)
2. Upgraded computers/software
3. Office Equipment

### **Completion Date(s):**

1. Purchasing and upgrading computers is an ongoing activity
2. Purchasing and upgrading software is an ongoing activity.
3. Office equipment is an ongoing activity.

<b>Planning Factors</b>			
<b>Planning Emphasis Areas</b>			
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$40,000.00	0	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$40,000.00	0	\$0.00

**300.0 PLANNING  
AND  
IMPLEMENTATION**

## **300.1 METROPOLITAN TRANSPORTATION PLAN (MTP) UPDATE AND IMPLEMENTATION**

### **Objective:**

To complete updates of elements of the Metropolitan Transportation Plan (MTP).

### **Proposed Work:**

The GF-EGF MPOs Metropolitan Transportation Plan (MTP) is comprised of three separate element plans for specific modes of transportation: Transit, Bicycle and Pedestrian, and Street and Highway. These three elements are combined into an Executive Summary that constitutes the multimodal long range transportation plan for the metropolitan planning area.

The socio-economic data for all of the individual elements are the same; likewise, the individual element plans all share the same goals. Each element plan utilizes a similar format of objectives and standards that cover the same broad concepts but that are individualized for that mode.

The MTP update began in 2021 and continued through 2023, with an expiration date of January 2024.

Included will be to identify the goal statements of the MTP. From these agreed goal statements during 2023 the various elements will be melded into one multimodal long range transportation plan out to the year 2050.

### **2024 ANNUAL WORK PROGRAM ACTIVITIES**

#### **1. 300.11 A.T.A.C**

The GF-EGF MPO pays \$10,000 annually for the North Dakota MPO Planning Support Program Master Agreement three-year contract with A.T.A.C. This agreement is renewed every three years, it will be renewed in October 2024.

#### **1. 300.12 Regional ITS Architecture Update**

An update to our Regional ITS Architecture is due for 2024. This document plans how our transportation partners install and maintain components to ensure interoperability among the various devices. The update will again utilize the Advanced Traffic Analysis Center (ATAC) and will ensure coordination with recent ITS Architecture updates by both states.

#### **2. 300.13 Street and Highway Element**

The final Street and Highway Element update document will be completed, and approval will be sought in the first part of 2024.

## **2025 ANNUAL WORK PROGRAM ACTIVITIES**

### **1. 300.11 A.T.A.C.**

The GF-EGF MPO pays \$10,000 annually for the North Dakota MPO Planning Support Program Master Agreement three-year contract with A.T.A.C. This agreement is renewed every three years, it will be renewed in October of 2024.

### **Products:**

1. Traffic Counting.

### **Completion Date(s):**

#### **2024**

1. 300.11 A.T.A.C. – On-going as required.
2. 300.12 ITS Architecture – December 31, 2024
3. 300.13 Street and Highway Element – January 31, 2024

#### **2025**

1. 300.11 A.T.A.C. – On-going as required.

<b>Planning Factors</b>	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$155,113.00	700	\$110,000.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$10,000.00	0	\$10,000.00

## **300.2 CORRIDOR PLANNING**

### **Objective:**

To continue to develop a program utilizing video detecting cameras to systematically count traffic and to evaluate, on a monthly basis, conformance of proposed development with existing metropolitan plans and roadway design standards and policies.

### **Proposed Work:**

#### 1. **300.21: A.T.A.C. Traffic Counting Program**

ATAC will be asked to assist us in continuing development of a traffic program based upon the video detection used for traffic signal operations for 2023/2024.

#### 2. **300.22: Corridor Preservation**

This ongoing process will evaluate zoning amendments, proposed subdivision plats, planned unit developments (PUDs), and site plans for consistency with the traffic engineering and highway policies of the plan. The review process is designed to preserve and enhance our transportation corridors. The review process ensures that rights-of-way are considered with the recommendations in the Street and Highway Plan, Bicycle and Pedestrian Plan, and the Transit Development Plan.

### **Products:**

1. 300.21: A.T.A.C. Traffic Counting Program – 2024/2025.
2. 300.22: Corridor Preservation – a location map of the monthly plan review.

### **Completion Date(s):**

1. 300.21: A.T.A.C. Traffic Counting Program – 2024/2025 - Ongoing activity.
2. 300.22: Corridor Preservation - Ongoing activity.

<b>Planning Factors</b>	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$54,200.00	350	\$30,000.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$55,168.00	350	\$30,000.00

### **300.3 TIP AND MANUAL UPDATE**

#### **Objective:**

To prepare a multi-year multimodal Transportation Improvement Plan (TIP) for the metropolitan area that is consistent with federal requirements.

#### **Proposed Work:**

Preparation of the TIP for 2025-2028 and 2026-2029, to include a self-certification review and statement, as well as any amendments to the 2024-2027 TIP will be done during this Unified Planning Work Program (UPWP).

The TIPs will be developed in accordance with the GF-EGF MPO's Public Participation Plan.

The GF-EGF MPO will meet with the State DOTs and local transit operators prior to project selection. The GF-EGF MPO will assist the Northwest Area Transportation Partnership (NWATP) with the development of the NWATP Area Transportation Improvement Program (ATIP).

The GF-EGF MPO will cooperate with the States to develop State TIP (STIP). The TIP policies and procedures for the GF-EGF MPO Planning Area will be reviewed and updated.

#### **Products:**

1. 2024-2027 TIP Amendments.
2. 2025-2028 TIP
3. 2026-2029 TIP
4. TIP Manual Update

#### **Completion Date(s):**

- 1-4. As required by Minnesota and North Dakota Departments of Transportation.

<b>Planning Factors</b>	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$27,608.85	490	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$28,463.55	375	\$0.00

## **300.4 LAND USE PLAN**

### **Objective:**

To assist each city in their efforts to continue the connection between transportation and land use.

### **Proposed Work:**

How, where, and what types of activities are located has a profound impact on the needed transportation facilities to serve that area. The GF-EGF MPO and the cities of Grand Forks and East Grand Forks have a long-standing history of coordination.

The GF-EGF MPO has assisted each City to update their Land Use Plans in order to ensure the Transportation Plan is reflecting future traffic forecasts based upon future land activities.

### **Products:**

1. Grand Forks Land Use Plan
2. East Grand Forks Land Use Plan

### **Completion Date(s):**

1. 300.41 Grand Forks Land Use Plan – December 31, 2026
2. 300.42 East Grand Forks Land Use Plan – December 31, 2026

<b>Planning Factors</b>	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$0	0	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$318,058.00	535	\$250,000.00



## **300.5 SPECIAL STUDIES**

### **Objective:**

#### **1. 300.51: Future Bridge**

A future Bridge Impact Study was started in 2020 and was carried over into 2021. After completion of the study there have been a series of discussions on what is next that has caused educational discussions to continue into 2022. It appears that these conversations will continue for the next few years as possibilities of taking the next steps on an inner-city Bridge and/or a bridge at Merrifield continue to be considered.

#### **2. 300.52: Policy and Procedure Updates**

The GF-EGF MPO has a few Policy and Procedures and Manuals that need to be updated.

#### **3. 300.53: Safe Streets For All (SS4A)**

A joint application for a Safe Streets for All Safety Action Plan was submitted by the City of Grand Forks, City of East Grand Forks, and the GF-EGF MPO with numerous letters of support from the community. We have been notified the grant has been awarded to conduct a Safety Action Plan for the MPO area.

#### **4. 300.54: Micro Transit Study**

It was determined coming out of the Transit Development Plan (TDP) that Micro Transit should be further studied.

### **Completion Date(s):**

1. 300.51: Future Bridge Discussion - Ongoing activity.
2. 300.52: Policy and Procedure Updates - Ongoing activity.
3. 300.53: Safe Streets For All (SS4A) - To be determined.
4. 300.54: Micro Transit Study - December 31, 2024

<b>Planning Factors</b>	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$500,114.00	2,130	\$350,000.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$592,952.00	2,290	\$475,000.00

## **300.6 PLAN MONITORING, REVIEW AND EVALUATION**

### **Objective:**

To provide up-to-date information for use in updating and preparing transportation plans and studies, and to prepare an Annual Monitoring and Surveillance Report. In addition, transportation-related data is to be provided, as requested, to decision-makers and the public relating to housing, demographics, traffic volumes, turning movements, etc.

### **Proposed Work:**

#### **1. 300.61: Annual Performance Report 2023/2024**

To prepare an annual Performance Report which documents data collection activities and provides analyses of the trends relative to the projections and assumptions outlined in the Transportation Plan. In addition, socio-economic and land use conditions and trends will be evaluated.

#### **2. 300.62: Data Collection**

Continue to collect data as needed to carry out the 3-C Planning Process including information for decision makers, the public, and program and special studies. The GF-EGF MPO will acquire a software licensing subscription with Urban SDK. The datasets include automated performance measures for past, current, and future trends within the community.

### **Products:**

1. Annual Performance Report.
2. Data compilations as needed for planning purposes.

### **Completion Date(s):**

1. 300.61: Annual Performance Report 2023/2024 - December 31, 2023/2024.
2. 300.62: Data Collection - Ongoing activity.

<b>Planning Factors</b>	Safety, Accessibility & Mobility, Environment & Community, Preservation, Resilience & Reliability		
<b>Planning Emphasis Areas</b>	Climate, Equity, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$62,204.00	375	\$38,000.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$60,236.00	325	\$38,000.00

## **300.7 GIS DEVELOPMENT AND APPLICATION**

### **Objective:**

To maintain and expand the Geographic Information System (GIS) for the GF-EGF MPO study area, which includes the Cities of Grand Forks and East Grand Forks, and approximately two miles of adjacent territory.

### **Proposed Work:**

Maintenance of the existing GIS resources is a priority. The inventory of GIS resources will be maintained in order of relevance and priority. When possible, GIS resources will be integrated with others to provide a user-friendly interface and to simplify maintenance responsibilities. The GF-EGF MPO will take new aerial photos of the GF-EGF MPO study area in 2024.

The GF-EGF MPO has been programming these new aerial photos on a cycle of every three years. The last area-wide photo was taken in 2021.

### **Products:**

1. An integrated GIS, complete with software, digital maps, attribute tables, which is readily available to staff. More specifically, this will include property level GIS analysis for the entire GF-EGF MPO study area, with the internal staff training available to maximize use.
2. Area-wide aerial photos.
3. Additional transportation and land use planning applications that will provide staff with tools necessary to provide information to their respective entity and the public.

### **Completion Date(s):**

1. Integrated GIS – Ongoing activity
2. Area-wide aerial photos - August 31, 2025
3. Additional transportation and land use planning applications – Ongoing activity

<b>Planning Factors</b>	Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration		
<b>Planning Emphasis Areas</b>	Climate, Equity, Public Outreach, PELS, Data		
<b>2024 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$25,094.00	450	\$0.00
<b>2025 Task Effort</b>	<b>Total Cost</b>	<b>Staff Hours</b>	<b>Consultant Fee</b>
	\$20,225.50	350	\$0.00

**APPENDIX A**  
**NORTH DAKOTA FTA AND PL**  
**FUNDS CONTRACT AND**  
**CERTIFICATION OF LOCAL**  
**MATCH**



# CERTIFICATION OF LOCAL MATCH

It is hereby certified that the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EFG MPO) will provide non-federal funds, whose source is identified below, as match for the amount the Contractor is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

**Non-Federal Match Funds provided by Contractor.** Please designate the source(s) of funds in the Contractor budget that will be used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

**Source:** City of East Grand Forks, MN; Polk County, MN; City of Grand Forks, ND; Grand Forks County, ND; the Minnesota Department of Transportation; and the North Dakota Department of Transportation.

Executed at Grand Forks, North Dakota, the last date below signed.

ATTEST:

APPROVED:

\_\_\_\_\_  
MPO Witness

\_\_\_\_\_  
GF-EFG MPO Chair

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **APPENDIX B**

## **NDDOT TITLE VI ASSURANCES**

# NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

## APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successor in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and lease of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will act with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing



such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

# NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

## APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat.252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), as amended, (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Title II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and ex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discrimination because of sex education programs or activities (20 U.S.C. 1681 *et seq.*).

**APPENDIX C**  
**GF-EGF MPO SELF-**  
**CERTIFICATION PLAN**

**Certificate of Liability Insurance**

## RISK MANAGEMENT APPENDIX

### **Service Contracts with Private Individuals, Companies, Corporations, etc.:**

Contractor agrees to defend, indemnify, and hold harmless the State of North Dakota, its agencies, officers, and employees (State), from and against claims based on the vicarious liability of the State or its agents, but not against claims based on the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by Contractor to the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. The contractor also agrees to defend, indemnify, and hold the State harmless for all costs, expenses and attorney's fees incurred if the State prevails in an action against Contractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Contractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability** and **automobile liability** insurance – minimum limits of liability required are **\$250,000 per person** and **\$1,000,000 per occurrence**.
- 2) **Workers' compensation** insurance meets all statutory limits.
- 3) The State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an **additional insured** on the commercial general liability and automobile liability policies. The State of North Dakota shall have all the benefits, rights, and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor.
- 4) Said endorsements shall contain a **"Waiver of Subrogation"** in favor of the State of North Dakota.
- 5) The policies and endorsements may not be canceled or modified without **thirty (30 days prior written notice** to the undersigned State representative.

**The contractor shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to the undersigned State representative prior to commencement of this agreement.**

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08.

When a portion of a Contract is sublet, the Contractor shall obtain insurance protection (as outlined above) to provide liability coverage to protect the Contractor and the State as a result of work undertaken by the Subcontractor. In addition, the contractor shall ensure that any and all parties performing work under the Contract are covered by public liability insurance as outlined above. All Subcontractors performing work under the Contract are required to maintain the same scope of insurance required of the Contractor. The Contractor shall be held responsible for ensuring compliance with those requirements by all Subcontractors.

Contractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance, or self-retention maintained by the State. Any insurance, self-insurance, or self-retention maintained by the State shall be excess of the Contractor's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured contractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the Contractor. This insurance may be in a policy or policies of insurance, primary and excess including the so-called umbrella or catastrophe form and be placed with insurers rated "A- "or better by A.M. Best Company, Inc. The State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above.

RM Consulted 2007  
Revised 11-19



# **APPENDIX D**

## **FEDERAL CLAUSES**

## FEDERAL CLAUSES

### Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

#### 41 CFR 60-1.4(a)

- (a) *Government contracts:* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
  - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 2020 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - (4) The contractor will comply with all provisions of Executive Order 11246i of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
  - (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - (6) In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, the contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures



authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **2 CFR PART 200 APPENDIX II (C)**

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federal assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 338), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

## **SANCTIONS AND PENALTIES FOR BREACH OF CONTRACT – 2 CFR PART 200 APPENDIX II (A)**

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

## **TERMINATION FOR CAUSE AND CONVENIENCE – 2 CFR PART 200 APPENDIX II (B)**

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

## **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT – 2 CFR PART 200 APPENDIX II (F)**

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit

organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

## **DEBARMENT AND SUSPENSION – 2 CFR PART 200 APPENDIX II (I)**

- (I) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulator authority other than Executive Order 12549.

## **BYRD ANTI-LOBBYING AMENDMENT – 2 CRF PART 200 APP. II (J)**

- (J) Byrd Anti Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining and Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**APPENDIX E**  
**STATEMENT OF**  
**NONDISCRIMINATION AND**  
**CERTIFICATION OF**  
**RESTRICTIONS ON LOBBYING**

# STATEMENT OF NONDISCRIMINATION

The GF-EGF MPO hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 132898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2019 the GF-EGF MPO adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the GF-EGF MPO receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the GF-EGFMPO. Any such complaint must be in writing and filed with the GF-EGF MPO Title VI Coordinator within one hundred eight (180) days following the date of the alleged discriminatory occurrence.

For more information or to obtain a Title VI Discrimination Complaint Form, please contact:

Stephanie Halford, Executive Director  
GF-EGF MPO Title VI Coordinator  
600 DeMers Avenue  
East Grand Forks, MN 56721  
[stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org)  
(701) 746-2660

The 2019 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the MPO Website at:

[www.theforksmpo.org](http://www.theforksmpo.org)

# CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, Warren Strandell, the Grand Forks-East Grand Forks Metropolitan Planning Organization's Executive Policy Board Chair, hereby certify on behalf of the GF-EGF MPO that to the best of my knowledge:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements" and that all sub-recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By

\_\_\_\_\_  
Warren Strandell, Chair  
Grand Forks-East Grand Forks Metropolitan Planning Organization  
Executive Policy Board

**APPENDIX F**  
**GF-EGF MPO SELF-**  
**CERTIFICATION PLAN**

# **SELF- CERTIFICATION PLAN**

# **APPENDIX G**

## **MnDOT CHECKLIST**



# CHECKLIST

**APPENDIX H**  
**GF-EGF MPO 2023 FINAL REPORT**

# **2023 FINAL REPORT**



# MPO Staff Report

## Technical Advisory Committee: October 11, 2023

## MPO Executive Board: October 18, 2023

**RECOMMENDED ACTION:** Approval of the 2024-2027 TIP Amendment #1 to the MPO Executive Board.

**TAC RECOMMENDED ACTION:**

Matter of approval of the 2024-2027 TIP Amendment #1 to the MPO Executive Board.

**Background:**

The MPO has adopted the 2024-2027 TIP. All projects or phases of the project included in the adopted TIP will be programmed to the amount needed to complete the project or phase and in a time frame that allows all project requirements to be met by the deadline. Unfortunately, project costs may rise or fall because of forces outside the project sponsor’s control. In the same way, projects may not be able to be completed in the time frame originally estimated. For these and other reasons, sponsors may find it necessary to request revisions to the adopted TIP.

Proposed amendments to the TIP:

- The I-29 project from 32<sup>nd</sup> Ave Interchange to North of US-81 Interchange moved from 2024 to 2025.

121006	24028	NDDOT	2024 2025	I-29, NB & SB Interchange	32nd Ave S Interchange	North of US-81 Interchange	CPR, Spall Repairs, Crack Sealing, Grinding, Appr Slab Repair	Rehabilitation	IM	\$8,512,604	\$7,661,343	\$851,261		10/18/2023
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- The I-29 and 47<sup>th</sup> Ave S Interchange project changed from construction to right-of-way purchase. This is one of several phases of the project that will appear in future TIPs.

122007	22786	NDDOT	2026	I-29	47th Ave S	Construction of a new interchange south of Grand Forks.	Construction	NHU	\$57,000,000	\$45,600,000	\$5,700,000		\$5,700,000	10/18/2023
						Right-of-way purchase for new interchange	ROW	IM	\$2,500,000	\$2,250,000	\$250,000			

- There are added PCNs that were included because they were not available at the time of adoption.
- The Lump Sums for various project right-of-way, utilities, and preliminary engineering needs for the TIP years was updated.

**Findings and Analysis**

- The proposed project amendments are consistent with the MPO MTP.

**Support Materials:**

- Updated Project Listings and Lump Sum tables.
- Public Notice

## 2024 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/ Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
<b>Grand Forks Transit</b>																		
120001		CAT-Grand Forks	2024	City of Grand Forks			Operating for Grand Forks transit service. Service will operate 6 days a week and averages 62.5 hours of revenue service daily.	Transit Operation	FTA 5307	\$3,673,170	\$1,285,166	\$279,026			\$1,126,485	\$982,504		
120002		CAT-Grand Forks	2024	City of Grand Forks			Capital Purchase/Replacement of safety and/or security hardware and software.	Transit Capital	FTA 5307	\$20,822	\$17,352				\$3,470			
123008		CAT-Grand Forks	2024	City of Grand Forks			Replacement Class 400 Low Floor Bus	Transit Capital	FTA 5339	\$151,000	\$128,350				\$22,650			
123003		CAT-Grand Forks	2024	City of Grand Forks			Mobility Manager Position	Transit Capital	FTA 5310	\$83,981	\$67,184				\$16,797			
123007		CAT-Grand Forks	2024	City of Grand Forks			Replace Four (4) Dial-A-Ride Vans	Transit Capital	FTA 5310	\$68,450	\$58,182				\$10,268			
<b>East Grand Forks Transit</b>																		
220001	TRF-0018-24B	East Grand Forks	2024	East Grand Forks			SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE	Transit Operations	FTA 5307	\$586,240	\$127,310			\$320,944	\$137,986			
220002	TRF-0018-24A	East Grand Forks	2024	East Grand Forks			EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE	Transit Operations	SF	\$167,913				\$142,726	\$25,187			
220003	TRS-0018-24C	East Grand Forks	2024	East Grand Forks			CITY OF EAST GRAND FORKS PURCHASE ONE(1) CLASS 400 LF REPLACEMENT GAS BUS	Transit Capital	STPBG	\$276,000	\$220,800			\$27,600	\$27,600			
<b>NDDOT</b>																		
120004	23348	NDDOT	2024	Grand Forks			Rehab traffic signals on the Urban Regional Roads system throughout Grand Forks.	Rehabilitation	NHU	\$6,668,000	\$5,334,400	\$1,058,700			\$274,900			
123048	23415	NDDOT	2024	Grand Forks District	Various		Signing	Safety	HES	\$414,000	\$331,200	\$83,000						
119004	22167	NDDOT	2024	N Washington St	5th Ave S	1st Ave N	Roadway Reconstruction & Structure Rehabilitation, Lift Station	Reconstruction	NHU	\$11,150,000	\$9,023,696	\$1,011,304			\$1,115,000			

## 2024 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified
					From	To						ND	MN- TH	MN-Other	General Fund	Other	
120006a		NDDOT	2024	I-29 SB	S of ND 15 (Thompson)	Near 32nd Ave	CPR and Grinding	Rehabilitation	IM	\$1,173,000	\$1,056,000	\$117,000					
123047	24057	NDDOT	2024	I-29	32nd Ave S Interchange		Roadside Improvement- Lighting	Lighting	IM	\$1,000,000	\$800,000	\$200,000					
123041	23740	NDDOT	2024	US-2 EB/ Gateway Dr	N 3rd St		Spall Repair	Bridge	NH	\$50,000	\$40,000	\$10,000					
123042		NDDOT	2024	I-29 NB	3 miles S of US-2		Spall Repair, Approach Slabs, Expan Joint Mod, Struct/Incid	Bridge	IM	\$676,000	\$608,000	\$68,000					
123043		NDDOT	2024	I-29, NB & SB	1 mile S of US-2		Deck Overlay, Spall Repair, Struct/Incid	Bridge	IM	\$1,884,000	\$1,696,000	\$188,000					
123044		NDDOT	2024	I-29, NB & SB	Junction US-2		Deck Overlay, Expan Joint Mod, Spall Repair, Approach Slabs	Bridge	IM	\$2,236,000	\$201,200	\$224,000					
123045		NDDOT	2024	I-29, NB & SB	Junction US-81		Spall Repair, Struct/Incid	Bridge	IM	\$300,000	\$270,000	\$30,000					
<b>City of Grand Forks</b>																	
123032		NDDOT	2024	I-29	University Ave Seperation		Structure Repair/Rehab	Rehabilitation	SU	\$104,000	\$84,167				\$19,833		
120003	23646	City of Grand Forks	2024	N Columbia Rd	9th Ave S	2nd Ave N	Structure rehabilitation to Columbia Rd Overpass	Rehabilitation	NHU	\$8,930,000	\$6,744,000				\$2,186,000		
120007	23880	City of Grand Forks	2024	S 5th St	Belmont Rd, Division Ave		Construct a roundabout at the intersection	Construction	UGP	\$1,640,600	\$1,312,480				\$328,120		
123022	23912	City of Grand Forks	2024	S 48th St	17th Ave S	32nd Ave S	Convert existing gravel path to concrete shared-use path.	Bike/Ped	TAU	\$1,220,000	\$637,308				\$582,692		
<b>MnDOT</b>																	
220004	6001-68	MnDOT	2024	DeMers Ave (US-2B)	2nd St NW & 4th St NW		<b>**PRS**</b> : US 2B, IN EAST GRAND FORKS, AT 2ND ST NW & 4TH ST NW, SIGNAL SYSTEM REPLACEMENT AND ADA IMPROVEMENTS	Traffic Signal Revision	NHPP	\$700,000	\$284,970		\$65,030		\$350,000		

### 2024 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
223040	6017-45	MnDOT	2024	MN 220	CSAH 19	0.3 miles South of CSAH 22	**CHAP 3**AC**: MN 220 FROM CSAH 19 (EAST GRAND FORKS) TO 0.3 MI S JCT CSAH 22, GRADING AND CONCRETE PAVEMENT AND INSTALL MOMENT SLAB FOR GUARDRAIL OVER BOX CULVERT BR 95119 (AC PROJECT, PAYBACK IN 2036)	Reconstruction	STBGP	\$15,500,000	\$12,620,100		\$2,879,900					
<b>City of East Grand Forks</b>																		
223039	119-090-007	City of East Grand Forks	2024	5th Ave NW			**CRP**CITY OF EAST GRAND FORKS: INSTALL SIDEWALK ALONG 5TH AVE NW FROM 4TH STNW TO THE BUS SHELTER NORTH OF 4TH ST NW AND INSTALL TRAIL ALONG 4TH ST NW FROM 5TH AVE NW TO EXISTING TRAIL WEST OF THE FLOODWALL	Construction	CRP	\$104,149	\$35,020				\$69,129			
<b>Totals</b>										<b>\$57,363,325</b>	<b>\$41,851,685</b>	<b>\$3,069,030</b>	<b>\$2,944,930</b>	<b>\$491,270</b>	<b>\$6,296,117</b>	<b>\$982,504</b>		

## 2025 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
<b>Grand Forks Transit</b>																		
121001		CAT-Grand Forks	2025	City of Grand Forks			Operating for Grand Forks transit service. Service will operate 6 days a week and averages 62.5 hours of revenue service daily.	Transit Operation	FTA 5307	\$3,764,999	\$1,317,295	\$286,001				\$1,154,647	\$1,007,066	
121002		CAT-Grand Forks	2025	City of Grand Forks			Capital Purchase/Replacement of safety and/or security hardware and software.	Transit Capital	FTA 5307	\$21,030	\$17,525					\$3,505		
123003		CAT-Grand Forks	2025	City of Grand Forks			Purchase Hydrogen Fuel Bus.	Transit Capital	FTA 5339	\$975,000	\$828,750					\$146,250		
123004		CAT-Grand Forks	2025	City of Grand Forks			Training Personnel	Transit Capital	FTA 5339	\$150,000	\$120,000					\$30,000		
123006		CAT-Grand Forks	2025	City of Grand Forks			Mobility Manager Position	Transit Capital	FTA 5310	\$86,500	\$69,200					\$17,300		
<b>East Grand Forks Transit</b>																		
221001	TRF-0018-25B	East Grand Forks	2025	East Grand Forks			SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE	Transit Operations	FTA 5307	\$603,830	\$131,130				\$330,573	\$142,127		
221002	TRF-0018-25A	East Grand Forks	2025	East Grand Forks			EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE	Transit Operations	SF	\$156,380					\$129,736	\$26,644		
<b>NDDOT</b>																		
121005	23903	NDDOT	2025	US-2B	Sorlie Bridge		Expansion Joint Modification	Rehabilitation	NH	\$27,040	\$21,883	\$2,453				\$2,704		
120006b		NDDOT	2025	I-29, NB	ND 15	32nd Ave S	CPR, grinding of I-29 near the 32nd Ave S interchange to ND 15 (Thompson) interchange.	Rehabilitation	IM	\$1,220,000	\$1,098,000	\$122,000						
120005	23333	NDDOT	2025	I-29	Buxton Interchange	32nd Ave S	High tension median cable gaurdrail. Portion in MPO area	Safety	HEN	\$4,469,000	\$4,022,000	\$447,000						
123046		NDDOT	2025	I-29	3 miles S of US-2		Structure Paint	Rehabilitation	IM	\$286,000	\$257,000	\$29,000						



### 2025 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
121006	24028	NDDOT	2024 2025	I-29, NB & SB	32nd Ave S Interchange	North of US-81 Interchange	CPR, Spall Repairs, Crack Sealing, Grinding, Appr Slab Repair	Rehabilitation	IM	\$8,512,604	\$7,661,343	\$851,261						10/18/2023
<b>City of Grand Forks</b>																		
121007	23668	City of Grand Forks	2025	Various			Install dynamic speed signs at various school zone location.	Safety	HEU	\$40,000	\$36,000				\$4,000			
118001	<del>15857</del> 24115	City of Grand Forks	2025	42nd St	DeMers Ave		Railroad grade seperation	Construction	SecR	\$53,600,000	\$30,000,000	\$11,700,000			\$10,400,000	\$1,500,000		10/18/2023
120008	24134	City of Grand Forks	2025	N 4th St	1st Ave N	2nd Ave N	Reconstruction of N 4th St between 1st Ave N and 2nd Ave N.	Reconstruction	URP	\$2,700,000	\$2,160,000				\$540,000			10/18/2023
<b>City of East Grand Forks</b>																		
223041		City of East	2025	TBD			**CRP**2025 SET ASIDE		CRP	\$25,000	\$20,000				\$5,000			
<b>Total</b>										<b>\$76,637,383</b>	<b>\$47,760,126</b>	<b>\$13,437,715</b>		<b>\$460,309</b>	<b>\$11,932,177</b>	<b>\$2,507,066</b>		

## 2026 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
<b>Grand Forks Transit</b>																		
122001		CAT-Grand Forks	2026	Grand Forks			Operating for Grand Forks transit service. Will operate 6 days a week for an average of 62.5 hours of revenue service daily.	Transit Operations	FTA 5307	\$3,859,135	\$1,350,227	\$293,151				\$1,183,514	\$1,032,243	
122002		CAT-Grand Forks	2026	Grand Forks			Capital Purchase/Replacement of safety and/or security hardware and software.	Transit Capital	FTA 5307	\$21,240	\$17,700					\$3,540		
123013		CAT-Grand Forks	2026	Grand Forks			Mobility Manager Position	Transit Capital	FTA 5310	\$89,095	\$71,276					\$17,819		
123009		CAT-Grand Forks	2026	Grand Forks			Replace Four (4) DAR Vans	Transit Capital	FTA 5310	\$68,450	\$58,182					\$10,268		
<b>East Grand Forks Transit</b>																		
222001	TRF-0018-26B	East Grand Forks	2026	East Grand Forks			SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE	Transit Operations	FTA 5307	\$621,945	\$135,000			\$340,533	\$146,412			
222002	TRF-0018-26A	East Grand Forks	2026	East Grand Forks			EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE	Transit Operations	SF	\$161,070				\$133,627	\$27,443			
<b>NDDOT</b>																		
122007	22786	NDDOT	2026	I-29	47th Ave S		Construction of a new interchange south of Grand Forks.	Construction	NHU	\$57,000,000	\$45,600,000	\$5,700,000				\$5,700,000		10/18/2023
							Right-of-way purchase for new interchange	ROW	IM	\$2,500,000	\$2,250,000	\$250,000						
123021	23283	NDDOT	2026	Grand Forks District	Various		Installing LED lighting throughout Grand Forks & Minot Districts. This includes the MPO Area	Preventative Maintenance	SS	\$1,000,000	\$809,000	\$191,000						
<b>City of Grand Forks</b>																		
122009	23669	City of Grand Forks	2026	S Washington St	28th Ave S		Intersection improvements at 28th Ave S. Adding length to left turn lane.	Safety	HEN	\$279,000	\$251,000	\$13,950				\$13,950		
522008	24056	Grand Forks	2026	Point Bridge			Rehabilitation of the Point Bridge (ND BR#0000GF02 & MN BR#60506) over the Red River of the North	Rehabilitation	SU	\$1,150,000	\$920,000					\$230,000		
123011		City of Grand Forks	2026	S 48th St	10th Ave S	17th Ave S	Reconstruction of Roadway	Reconstruction	URP	\$6,380,000	\$5,104,000					\$1,276,000		

## 2026 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified		
					From	To						ND	MN- TH	MN-Other	General Fund	Other			
<b>Grand Forks County</b>																			
323001		Grand Forks County	2026	32nd Ave S	Railroad Tracks	Co Rd 5	Asphalt Mill & Overlay, 3 miles.	Rehabilitation	Non NHS-U	\$700,000	\$560,000				\$140,000				
<b>City of East Grand Forks</b>																			
522008	119-113-008	East Grand Forks	2026	Hwy MSAS 113 (Point Bridge)			IN GRAND FORKS AND EAST GRAND FORKS, MSAS 113, (1ST ST NE) REHAB THE POINT BRIDGE (MN BR#60506) (ND BR#0000GF02) OVER THE RED RIVER OF THE NORTH. INCLUDES MILL AND OVERLAY OF BRIDGE APPROACH ON 1ST ST SE IN EAST GRAND FORKS	Bridge Repair	STBGP	\$1,800,000	\$1,200,000				\$600,000				
223042		East Grand Forks	2026	TBD			**CRP**2026 SET ASIDE		CRP	\$25,000	\$20,000				\$5,000				
<b>Totals</b>										<b>\$17,654,935</b>	<b>\$11,937,385</b>	<b>\$557,101</b>	<b>\$474,160</b>	<b>\$3,653,946</b>	<b>\$1,032,243</b>				

## 2027 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
<b>Grand Forks Transit</b>																		
123001		CAT-Grand Forks	2027	Grand Forks			Operating for Grand Forks transit service. Will operate 6 days a week for an average of 62.5 hours of revenue service daily.	Transit Operation	FTA 5307	\$3,941,534	\$1,377,232	\$293,151				\$1,213,102	\$1,058,049	
123002		CAT-Grand Forks	2027	Grand Forks			Capital Purchase/Replacement of safety and/or security hardware and software.	Transit Capital	FTA 5307	\$21,452	\$17,877					\$3,575		
123014		CAT-Grand Forks	2027	Grand Forks			Mobility Manager Position	Transit Capital	FTA 5310	\$91,767	\$73,413					\$18,354		
<b>East Grand Forks Transit</b>																		
223001	TRF-0018-27A	East Grand Forks	2027	East Grand Forks			SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE	Transit Operations	FTA 5307	\$646,823	\$135,800			\$340,682	\$170,341			
223002	TRF-0018-27B	East Grand Forks	2027	East Grand Forks			EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE	Transit Operations	SF	\$167,913				\$142,726	\$25,187			
222003	TRS-0018-27A	East Grand Forks	2027	East Grand Forks			CITY OF EAST GRAND FORKS PURCHASE ONE(1) CLASS 400 LF REPLACEMENT GAS BUS	Transit Vehicle Purchase	STBGP	\$320,000	\$256,000			\$32,000	\$32,000			
<b>City of Grand Forks</b>																		
123005		City of Grand Forks	2027	N Columbia Rd	US-2/ Gateway Dr		Safety improvements for the intersection.	Safety	HEU	\$2,515,000	\$1,962,000					\$553,000		
123012		City of Grand Forks	2027	S 48th St	DeMers Ave	10th Ave S	Reconstruction of roadway	Reconstruction	URP	\$4,000,000	\$3,200,000					\$800,000		
121004		City of Grand Forks	2027	Columbia Rd	University Ave	8th Ave N	Reconstruction of roadway	Reconstruction	NHU	\$7,302,000	\$5,167,000					\$2,135,000		
<b>NDDOT</b>																		
122005	23740	NDDOT	2027	US 2/ Gateway Dr	Red River	I-29	CPR & Grinding	Rehabilitation	NHU	\$4,447,000	\$3,557,600	\$889,400						

### 2027 Grand Forks-East Grand Forks MPO Projects

MPO ID	State Project Number	Lead Agency	Project Year	Project Location	Project Limits		Description	Type of Work	Federal Program Source	Total Cost	Federal	State			Local		Date Amended/Modified	
					From	To						ND	MN- TH	MN-Other	General Fund	Other		
MnDOT																		
223020	6019-30	MnDOT	2027	US 2/ Gateway Dr	River Rd		US 2, (GATEWAY DR NW), EB & WB, IN EAST GRAND FORKS, REPLACE BRIDGE 60001 OVER 4TH ST NW (MSAS 122)	Bridge Replacement	NHPP	\$6,000,000	\$4,885,200		\$1,114,800					
City of East Grand Forks																		
223043		East Grand Forks	2027	TBD			**CRP**2027 SET ASIDE			\$25,000	\$20,000					\$5,000		
<b>Totals</b>										<b>\$29,478,489</b>	<b>\$20,652,122</b>	<b>\$1,182,551</b>	<b>\$1,114,800</b>	<b>\$515,408</b>	<b>\$4,955,559</b>	<b>\$1,058,049</b>		

Lump Sums for 2024				
Project Phase	Total Phase Cost	Federal Share	State Share	Local Share
Preliminary Engineering (PE)	\$866,000	\$767,000	\$74,000	\$25,000
Right-of-Way (ROW)	\$80,000	\$50,000	\$15,000	\$15,000
Utilities	\$45,000	\$25,000	\$10,000	\$10,000

Lump Sums for 2025				
Project Phase	Total Phase Cost	Federal Share	State Share	Local Share
Preliminary Engineering (PE)	\$831,000	\$517,000	\$100,000	\$214,000
Right-of-Way (ROW)	\$80,000	\$50,000	\$15,000	\$15,000
Utilities	\$15,000	\$13,000	\$1,000	\$1,000

Lump Sums for 2026				
Project Phase	Total Phase Cost	Federal Share	State Share	Local Share
Preliminary Engineering (PE)	\$1,125,000	\$900,000	\$125,000	\$100,000
Right-of-Way (ROW)	\$80,000	\$50,000	\$15,000	\$15,000
Utilities	\$99,000	\$52,000	\$25,000	\$22,000

Lump Sums for 2027				
Project Phase	Total Phase Cost	Federal Share	State Share	Local Share
Preliminary Engineering (PE)	\$945,000	\$750,000	\$95,000	\$100,000
Right-of-Way (ROW)	\$80,000	\$50,000	\$15,000	\$15,000
Utilities	\$45,000	\$25,000	\$10,000	\$10,000

Lump sums may represent multiple projects including multiple federal funding sources lumped together. NDDOT is the lead agency in all lump sum projects.



## **PUBLIC NOTICE**

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the proposed amendment to the MPO FY2024 to FY2027 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). The hearing will be held during a regular, monthly meeting of the MPO's Technical Advisory Committee (TAC). The meeting will be held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand Forks, MN. Due to the COVID-19 public health emergency, some members of the MPO's TAC may be participating virtually. The hearing will be held at 1:30 PM on October 11th. The public, particularly special and private sector transportation providers, are encouraged to provide input via email.

A copy of the proposed amendment is available for review and comment at the MPO website [www.theforksmpo.org](http://www.theforksmpo.org). Written comments on the proposed amendment can be submitted to the email address [info@theforksmpo.org](mailto:info@theforksmpo.org) before noon on October 11th. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented. If substantial changes occur to the document due to comments received, the MPO will hold another public hearing on the changes. For further information, contact Teri Kouba at 701-746-2660.

The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Stephanie Halford of GF-EGFMPO at 701-746-2660. Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Stephanie Halford of GF-EGF MPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.



**MPO Staff Report**  
**Technical Advisory Committee:**  
**October 11, 2023**  
**MPO Executive Board:**  
**October 18, 2023**

**RECOMMENDED ACTION:** Approval of the scope of work for updating the Intelligent Transportation System (ITS) Regional Architecture to the MPO Executive Board.

**TAC RECOMMENDED ACTION:**

Matter of approval of the scope of work to update the ITS Regional Architecture to the MPO Executive Board.

**Background:**

Our ITS Regional Architecture is part of our Metropolitan Transportation Plan and needs to be regularly updated. NDDOT and the MPOs have agreed to utilize the expertise of ATAC and its staff to originally develop and assist us in maintaining our Regional Architecture. Thereby our individual documents are better coordinated and interoperable with each other. The purpose of the study would be to work with local staff and ATAC to establish an update to our current Regional Architecture and draft any new future opportunities to incorporate ITS into our metropolitan area.

ATAC has a draft scope of work outlining the tasks involved in updating the Regional Architecture. A project team and a stakeholder committee have been identified to assist in completing this update.

**Findings and Analysis**

- An RFP is not necessary to retain a consultant to assist in the preparation of this study.
- ATAC completed our initial and previous updates to our ITS Regional Architecture.
- MPO UPWP identifies this activity to be completed in 2024.

**Support Materials:**

- Draft Scope of Work.



**NDSU**

UPPER GREAT PLAINS TRANSPORTATION INSTITUTE  
ADVANCED TRAFFIC ANALYSIS CENTER

Dept 2880 / PO Box 6050 / Fargo, ND 58108-6050

Tel 701-231-8058

[www.ugpti.org](http://www.ugpti.org) – [www.atacenter.org](http://www.atacenter.org)

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# Grand Forks-East Grand Forks Regional ITS Architecture Update

Scope of Work- **Draft**

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January 2024

Prepared for:

**Grand Forks-East Grand Forks Metropolitan  
Planning Organization**

Prepared by:

Advanced Traffic Analysis Center  
Upper Great Plains Transportation Institute  
North Dakota State University  
Fargo, North Dakota

This proposal outlines the scope of work for completing an update for the Grand Forks-East Grand Forks Regional ITS Architecture (GF-EGF RA) following FHWA requirements. The RA provides a comprehensive framework that can be used to plan future ITS, define system requirements, coordinate agency roles, and integrate functions across jurisdictional lines. The original GF-EGF RA was completed in March 2005 by the Advanced Traffic Analysis Center (ATAC) under the sponsorship of the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) and has been updated periodically since.

## **Regional Architecture**

The Regional Architecture (RA) provides a roadmap for integrating Intelligent Transportation Systems (ITS) in a region to ensure desired functions are performed while maximizing regional benefits. The RA's objective is to achieve higher benefits compared to agency or jurisdiction-specific systems working independently. The RA is function-oriented and not technology-specific, which allows it to remain valid over time as technology may change.

The RA typically has the following main components:

1. A description of the region
2. Identification of participating agencies and other stakeholders
3. An operational concept that identifies the roles and responsibilities of participating agencies and stakeholders in the operation and implementation of the systems included in the regional ITS architecture
4. Any agreements (existing or new) required for operations, including those affecting ITS project interoperability, utilization of ITS-related standards, and the implementation of projects identified in the regional ITS architecture
5. System functional requirements
6. Interface requirements and information exchanges with planned and existing systems and subsystems
7. Identification of ITS standards supporting regional and national interoperability
8. The sequence of projects required for implementation

The geographic boundaries of the GF-EGF MPO fall within the states of North Dakota and Minnesota, and each state maintains a separate statewide ITS architecture. This requires special attention to maintain consistency and project coordination between the regional and statewide architectures. In North Dakota, the three MPO regional architectures and NDDOT statewide architecture are developed and supported by ATAC. The statewide architecture scope focuses on state-level services, while the MPO architectures focus on local and urban services, resulting in limited overlap and seamless integration. In Minnesota, one architecture is maintained by MnDOT that covers the entire scope of services, including at the state and local levels. Due to the large number of agencies involved, MnDOT utilizes generic descriptions to cover multiple agencies (e.g., Local Transit Management Centers is an element that represents all Minnesota transit agencies outside of the Twin Cities metro area). In contrast, in the GF-EGF regional architecture, the elements and services are customized (e.g., Cities Area Transit (CAT) is identified as the transit agency in the region, and transit service packages reflect CAT's operations and plans). The project PI reviews Minnesota's statewide architecture to ensure consistency with the GF-EGF regional architecture, allowing the GF-EGF MPO to recognize both architectures while avoiding conflicts.

### *Regional Architecture Update*

Similar to other transportation plans, the RA must be updated to reflect relevant transportation changes in the region. Further, the update is mandated by the FHWA under the ITS Architecture Conformity Rule. The update addresses changes in regional needs, stakeholders, the scope of services, deployment of ITS projects in the region, and any revision in the national ITS architecture. Moreover, this update will include the current and upcoming project updates in project architecture form. Specifically, the updated items include the following:

1. Stakeholders
2. Operational concept
3. ITS elements
4. Agreements
5. Interfaces between elements
6. Functional requirements
7. ITS standards
8. Project sequencing

## **Organizational Plan**

The success of updating the RA depends on the effective participation of key transportation stakeholders. Although a wide range of stakeholders will be involved in the RA, their involvement varies depending on the degree to which they own/operate/maintain/use intelligent transportation system components. This section describes the various parties involved in the project and their respective roles.

### *Project Management*

The GF-EGF MPO oversees all activities undertaken by ATAC for this project in accordance with the approved contract. ATAC will coordinate project activities with the MPO, especially stakeholder meetings, for appropriate input required in update completion. MPO staff will chair all RA stakeholder meetings unless they delegate that task to ATAC.

### *Project Advisory Group*

The role of this group is to guide the overall project, facilitate project activities, and approve project deliverables. The group is expected to have comprehensive knowledge of the area's transportation system and maintain key contacts with relevant stakeholders.

Candidate-members include:

1. GF-EGF MPO
2. City of Grand Forks Traffic Engineer
3. Cities Area Transit (CAT)
4. NDDOT District Engineer
5. MnDOT District Engineer

### *Technical Stakeholder Committee*

The technical stakeholders provide ATAC with technical information on existing and planned systems and input the architecture update. The stakeholder group will consist of agencies that own, operate, or maintain existing or planned systems and can potentially include:

1. GF-EGF MPO
2. Grand Forks and East Grand Forks
  - a. Engineering
  - b. Public works

- c. Transit
  - d. Emergency management (including PD, FD, and EMS)
  - e. Planning
  - f. IT
3. Grand Forks and Polk County
    - a. Engineering
    - b. Public works
    - c. Emergency management (including County Sheriff departments)
  4. FHWA ND Division
  5. FHWA MN Division
  6. NDDOT Grand Forks District
  7. MnDOT District 2
  8. North Dakota Highway Patrol (NDHP)
  9. Minnesota State Patrol (MSP)

## Tasks

It is anticipated that the majority of all meetings will be held virtually. Although ATAC has video conferencing capabilities via Microsoft Teams and Zoom, the appropriate meeting platform will be chosen in consultation with GF-EGF MPO.

1. Hold a project kickoff meeting (by January 2024)
  - a. Present RA update process,
  - b. Update key regional contacts,
  - c. Update ITS stakeholders and sort them into small groups based on technical expertise.
2. Hold stakeholder small group meetings (by April 2024)
  - a. Outline steps for RA update,
  - b. Identify roles and responsibilities,
  - c. Explain the data collection process,
    - i. Inventory
    - ii. Planned systems/activities
    - iii. Operational Requirements
  - d. Identify the scope of upcoming projects with ITS involvement,
  - e. Meet each stakeholder in a small group individually to gather updated data. There will be at least four different meetings, and each session will last for a maximum of 90 minutes.
3. Update system inventory (by July 2024)
  - a. Identify changes to systems deployed since the previous RA update by reviewing the ITS Deployment Strategy document,
  - b. Identify systems planned for deployment,
  - c. Identify potential agreements,
  - d. Summarize data and present to committee for corrections project advisory group for discussions (meeting duration approximately 60 minutes).
    - i. Devices and systems
    - ii. Communication networks and systems
    - iii. Other support systems
4. Review service packages and functional requirements (by September 2024)
  - a. Update ITS service packages,

- b. Incorporate appropriate service packages from the National ITS Reference Architecture (ARC-IT 9.1 or updated version),
  - c. Identify potential new elements in the RA,
  - d. Map service packages to MPO planning goals and objectives,
  - e. Add existing or upcoming project architectures,
  - f. Summarize the changes and present to stakeholders and project advisory group for verification (meeting duration approximately 60 minutes).
5. Implement RA updates (by October 2024)
    - a. Enter all pertinent information into the Regional Architecture Development for Intelligent Transportation (RAD-IT) software's updated version,
    - b. Create a RAD-IT website,
    - c. Create an RA update report.
  6. Convene Transportation Technical Committee (TTC) and Policy Board (in November 2024)
    - a. Submit the draft document for review,
    - b. Present updated RA elements.
  7. Prepare the RA update document (on December 2024)
    - a. Finalize document,
    - b. Create a RAD-IT website,
    - c. Provide guidance to MPO regarding the final submittal of the document to the necessary agencies.

**Deliverables**

1. Updated RAD-IT database
2. RA update report
3. RAD-IT website

**Duration**

The project will begin on January 1, 2024, and end on December 31, 2024.

**Budget**

<b>Cost Item</b>	<b>Amount</b>
Staff Salaries	\$ 18,354
Benefits	\$ 7,525
Grad Student Salaries	\$ 1,440
Undergrad Student Salaries	\$ -
Benefits	\$ 72
Operating	\$ -
Total direct costs	\$ 27,391
NDSU overhead (43.2%)	\$ 11,833
<b>Total project cost</b>	<b>\$ 39,224</b>



**MPO Staff Report**  
**Technical Advisory Committee:**  
October 11, 2023  
**MPO Executive Board:**  
October 18, 2023

**STAFF RECOMMENDED ACTION:** Information and Discussion

**TAC RECOMMENDED ACTION:**

Matter of update to the 2050 Street and Highway Plan

**Background:**

The five-year update to the Street and Highway Plan provides an opportunity for the community partners to revisit the changing priorities and needs for the regional system. Going beyond just checking the boxes of federal requirements but reviewing shifting growth patterns and community priorities. HDR and team plan to put emphasis on community engagement throughout the process. HDR has teamed up with CPS, Ltd. and Praxis Strategy Group to help drive community engagement and stakeholder engagement.

The consultant will be utilizing the MPO's TAC to provide input and oversight throughout the study process. Since the TAC meets monthly, and will meet as needed, to provide input and guidance through the study process, particularly at key decision points in the study.

At the September meeting, HDR went over the traffic demand model results for both a Merrifield and Southend Bridges, a Merrifield Bridge only, and a Southend Bridge only. Also, we reviewed the priority projects that will be in the Street & Highway Plan.

At this meeting we are looking to the TAC to verify the final alternatives with costs, and an overview of the draft plan.

**Findings and Analysis:**

- The Street & Highway plan is an element of the MTP

**Support Materials:**

- Presentation
- Plan Adoption Schedule

<b>Meeting/Event</b>	<b>Date</b>	<b>Comments</b>
Draft Plan for TAC/Staff Review	October 3	The draft plan will be sent out for comments. Final public input won't be included yet but it won't be a huge impact on the document.
Deadline for TAC/Staff comments	October 13	Comments needed by this time so that they can be included in the document before adoption process begins.
GF Planning & Zoning	November 1	First reading/preliminary approval of ordinance to adopt into Comprehensive Plan.
EGF Planning & Zoning	November 8	Adoption of ordinance to adopt into Comprehensive Plan.
MPO TAC	November 8	Preliminary approval of plan.
EGF City Council Work Session	November 14	Present Plan for adoption into City's Comprehensive Plan.
MPO Executive Board	November 15	Preliminary approval of plan.
GF City Council	November 20	First reading/preliminary approval of ordinance to adopt into Comprehensive Plan. Possible presentation of plan on November 13th.
EGF City Council	November 21	Approval of ordinance to adopt into Comprehensive Plan.
GF Planning & Zoning	December 6	Final reading of ordinance to adopt into Comprehensive Plan.
MPO TAC	December 13	Final approval of Plan
GF City Council	December 18	Final reading of ordinance to adopt into Comprehensive Plan.
MPO Executive Board	December 20	Final approval of Plan



Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

# STREET AND HIGHWAY PLAN UPDATE

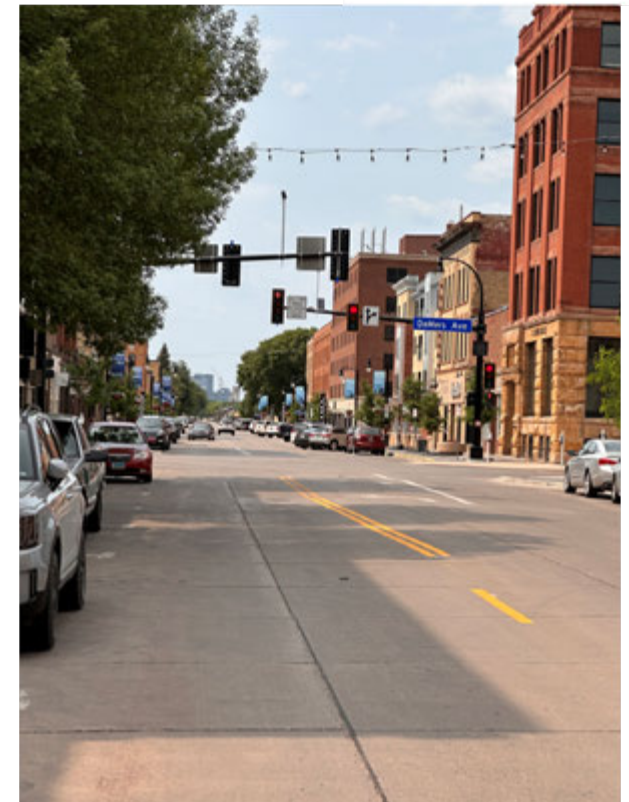
MPO TAC MEETING

OCTOBER 11, 2023



# AGENDA

- Draft Plan Elements
- Public Open House Recap
- Plan Projects and Costs
- State of Good Repair Plan
- Next Steps



# STREET AND HIGHWAY CONTENTS




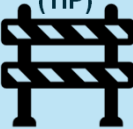


- Introduction
- Goals, Objectives, and Performance Measures
- Plan Engagement
- Community Profile
- Existing Transportation System Performance
- Future Trends and Needs
- Street and Highway Strategies
- Street and Highway Funding
- Fiscally Constrained Plan
- Environmental Mitigation
- Federal Compliance



# STREET AND HIGHWAY CONTENTS- INTRODUCTION



- Overview of the MPO, Metropolitan Transportation Planning Process
- Topics covered by the Metropolitan Transportation Plan

<p><b>Metropolitan Transportation Plan (MTP)</b></p> 	<p>Identify how the metropolitan area will manage and operate its multimodal transportation system to meet the region's economic, transportation, development, and sustainability goals for the planning horizon while remaining fiscally constrained</p>
<p><b>Transportation Improvement Program (TIP)</b></p> 	<p>Annual listing of upcoming transportation projects that covers period of at least 4 years, developed in coordination with state and public transit providers. The TIP shall include all regionally significant projects receiving federal funds and align with the MPO's MTP.</p>
<p><b>Unified Planning Work Program (UPWP)</b></p> 	<p>Annual or biennial statement of work that identifies the planning priorities and activities to be carried out within an MPO area. MPOs are required to develop a UPWP to govern work programs for the expenditure of federal funds.</p>
<p><b>Public Participation Plan (PPP)</b></p> 	<p>Outlines how the MPO will work to achieve public participation in all of its planning activities.</p>

# STREET AND HIGHWAY CONTENTS- GOALS, OBJECTIVES, AND PERFORMANCE MEASURES



- Discussion of Federal Planning Requirements
  - Federal Metropolitan Planning Factors
  - Federal Planning Emphasis Areas
- MTP Alignment with State planning documents
- MTP Goals and Objectives
- MPO Performance Measures
  - Performance Measure targets
  - Progress made towards targets

## Metropolitan Planning Factors



Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.



Increase the safety of the transportation system for motorized and nonmotorized users.



Increase the security of the transportation system for motorized and nonmotorized users.



Increase the accessibility and mobility of people and for freight.



Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.



Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.



Promote efficient system management and operation.



Emphasize the preservation of the existing transportation system.



Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.



Enhance travel and tourism.

# STREET AND HIGHWAY CONTENTS- PLAN ENGAGEMENT



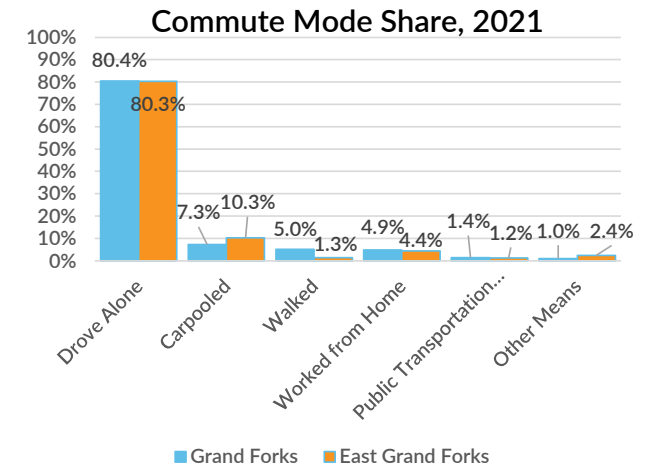
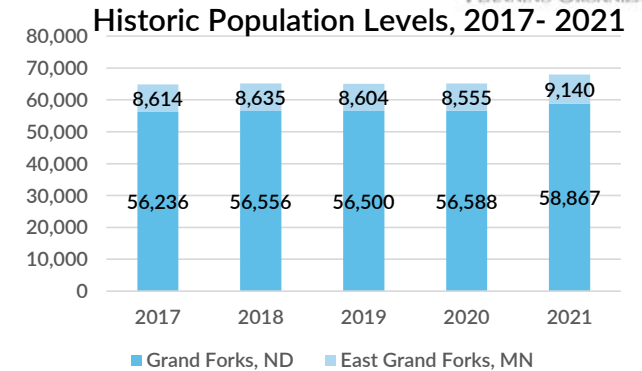
- Summary of MTP Public Engagement efforts
  - Public Open Houses
  - Stakeholder Meetings
  - Online Engagement
  - Policy Board and TAC Engagement
  - Survey Results



# STREET AND HIGHWAY CONTENTS- COMMUNITY PROFILE



- Discussion of MPO Area demographic and socioeconomic trends
  - Population growth
  - Housing
  - Employment
  - Commuting



# STREET AND HIGHWAY CONTENTS- EXISTING TRANSPORTATION SYSTEM PERFORMANCE



- Analysis of key existing transportation system topics
  - Traffic Operations
  - Safety
  - Travel reliability
  - Asset condition
  - Freight system
  - Bicycle and Pedestrian system
  - Transit system
  - Existing regional connections
  - Environmental resources



# STREET AND HIGHWAY CONTENTS- FUTURE TRENDS AND NEEDS



- Analysis of future transportation conditions
  - Forecasted household, employment growth
  - Travel Demand Model outputs
- Discussion of emerging transportation trends and technologies

AGENCY	2020	2050	Households Added	Annual Growth
GRAND FORKS	26,994	48,563	21,569	2.0%
EAST GRAND FORKS	4,303	4,912	609	0.4%
MPO AREA	31,297	53,475	22,178	1.8%



AGENCY	2020	2050	Jobs Added	Annual Growth
GRAND FORKS	34,728	53,018	18,290	1.4%
EAST GRAND FORKS	3,816	4,919	1,103	0.8%
MPO AREA	38,544	57,937	19,393	1.4%





# STREET AND HIGHWAY CONTENTS- STREET AND HIGHWAY STRATEGIES



- Discussion of street and highway strategies considered in the MTP
  - Intersection strategies
  - Operations strategies
  - Safe Systems Approach
  - Complete Streets
- Summary of alternatives development process
- Discussion of alternatives prioritization



## Maintenance / State of Good Repair

- Keep current streets in a state-of-good-repair (SOGR)



## Operations / Safety

- Focus on intersections (signal timing, safer geometry, roundabouts, etc)
- Limited / no widening



## Widenings

- Adding travel lanes in growth corridors
- Current 2-lane rural to 3-lane and 4-lane divided streets



## New Streets / Bridges

- New streets in growth areas
- New Red River crossings
- New railroad grade separations



## Pave Gravel Roads

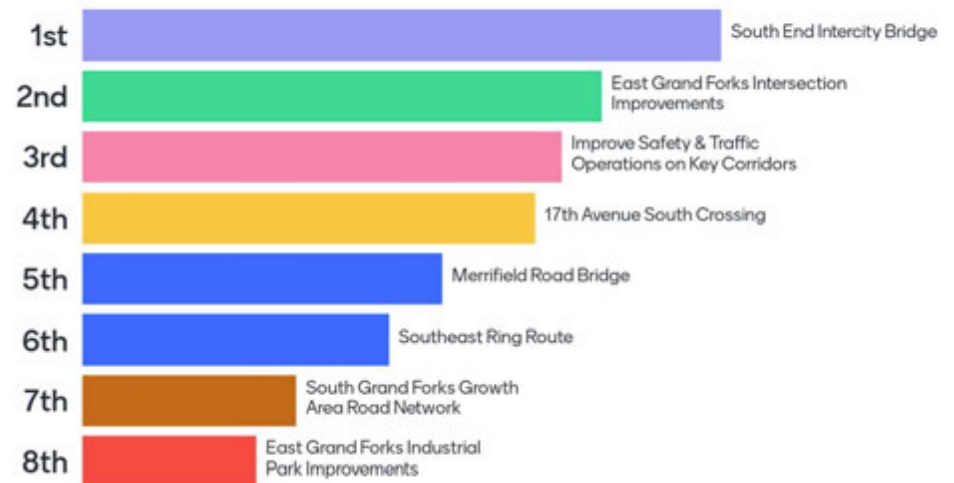
- Current rural gravel roads paved
- In growth areas and industrial parks

# PUBLIC OPEN HOUSE #3 FEEDBACK ON STREET AND HIGHWAY PRIORITIES



## Street and Highway Plan Priorities

- Thursday, Sept. 21, 2023, at River Cinema in East Grand Forks
- Purpose:
  - Receive input on project priorities and strategies
- 16 attendees
- Online Comments still coming in through Oct 13



# STREET AND HIGHWAY CONTENTS- STREET AND HIGHWAY FUNDING



- Historic street and highway revenue levels
- Future forecasted street and highway revenue levels
  - By Time Band
    - Short-Term (2028 - 2032)
    - Mid-Term (2033 - 2041)
    - Long-Term (2042 - 2050)

Time Band	North Dakota				Minnesota			
	Federal	State	Local	Total	Federal	State	Local	Total
Short-Term (2028 - 2032)	\$10,670,000	\$54,570,000	\$51,440,000	\$116,680,000	\$3,617,900	\$13,630,000	\$11,410,300	\$28,658,200
Mid-Term (2033 - 2041)	\$22,010,000	\$106,960,000	\$106,470,000	\$235,440,000	\$8,715,900	\$27,660,000	\$23,921,400	\$60,297,300
Long-Term (2042 - 2050)	\$26,300,000	\$119,580,000	\$127,240,000	\$273,120,000	\$11,272,300	\$33,520,000	\$29,045,600	\$73,837,900
Total	\$58,980,000	\$281,110,000	\$285,150,000	\$625,240,000	\$23,606,100	\$74,810,000	\$64,377,300	\$162,793,400

# STREET AND HIGHWAY CONTENTS- FISCALLY CONSTRAINED PLAN



Estimated Annual Maintenance Project Costs In 2023 Dollars

City of Grand Forks	City of East Grand Forks	NDDOT	MnDOT
\$23,500,000	\$6,000,000	\$10,600,000	\$1,300,000

Operations and Maintenance Revenues, 2023-2050

City of Grand Forks	City of East Grand Forks	NDDOT	MnDOT	Total
\$20,470,000	\$7,630,000	\$19,620,000	\$9,380,000	\$57,100,000

Operations and Maintenance Costs, 2023-2050

City of Grand Forks	City of East Grand Forks	NDDOT	MnDOT	Total
\$20,470,000	\$7,190,000	\$19,620,000	\$9,380,000	\$57,100,000

- Presents Fiscally Constrained Streets and Highway Plan
- Discussion of system maintenance requirements
- Operations and Maintenance Budget

# STATE OF GOOD REPAIR PLAN

- Funding Resources – All Sources 2024-2050 (Federal and Local):
  - North Dakota side - \$25M annually
  - Minnesota side - \$6M annually
- Pavement Maintenance Funding Requirements (from 2022 Pavement Study and Street system maintenance projects identified by city staff):

City of Grand Forks	City of East Grand Forks	NDDOT	MnDOT
\$23,500,000	\$6,000,000	\$10,600,000	\$1,300,000

## Fiscally Constrained List = Maintenance Projects

- Focus on Grand Forks / East Grand Forks priority projects



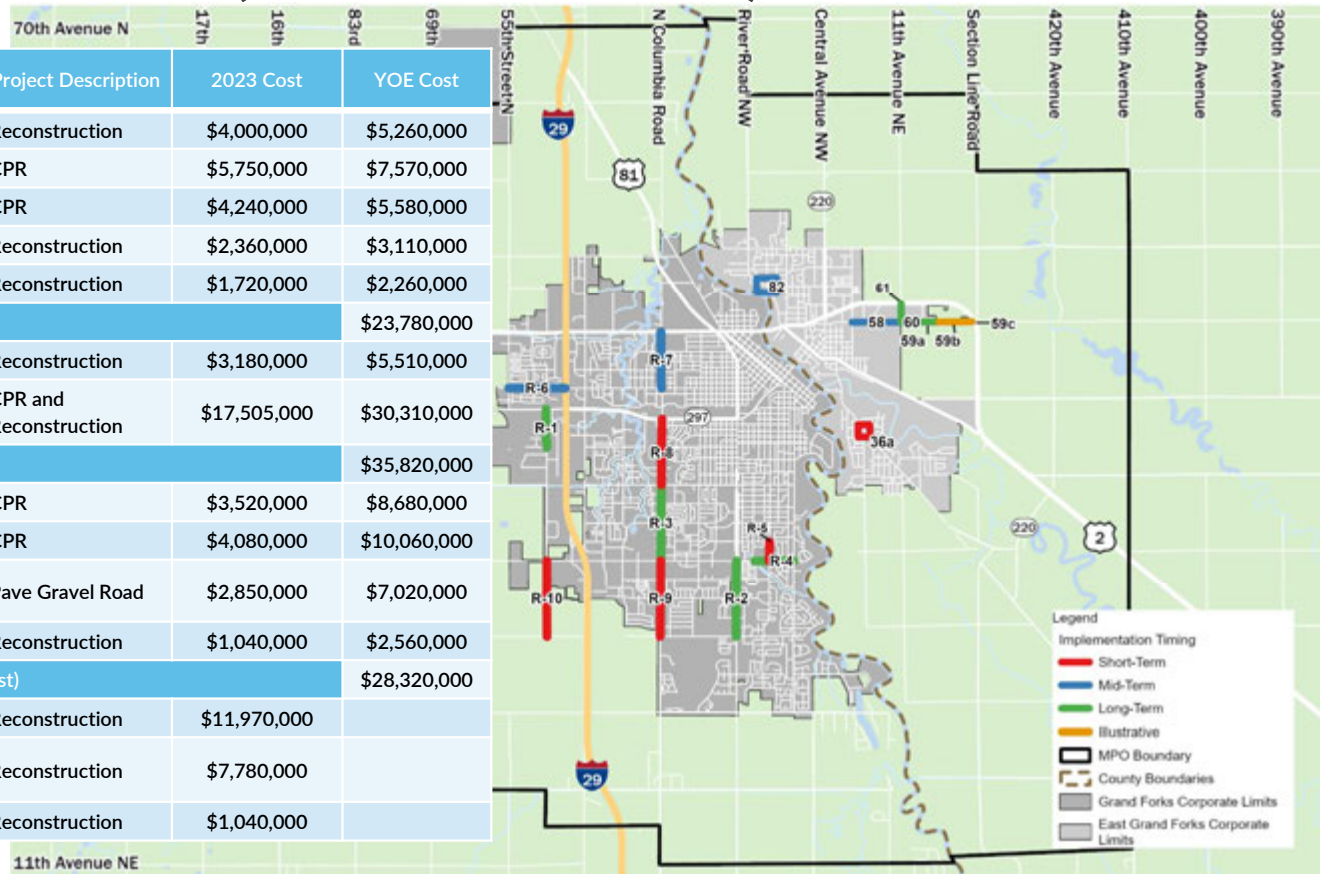
## Vision / Illustrative Project List = Expansion Alternatives

- Regional Needs
- Alternative Funding / Grant Opportunities



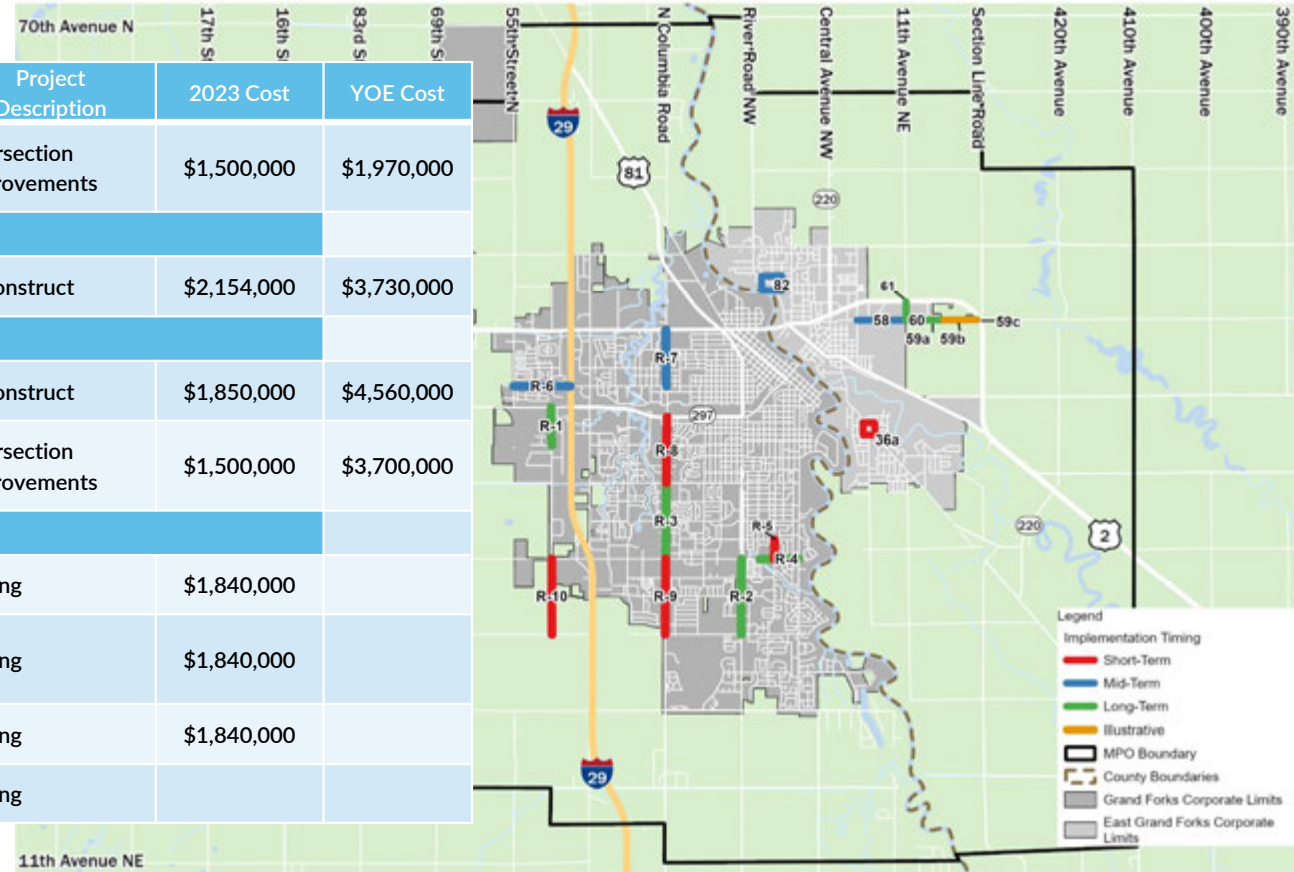
# 2050 STREET AND HIGHWAY PROJECTS- URBAN ROADS PROGRAM (GRAND FORKS)

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost
Short-Term	R-1	S 48th Street	DeMers Ave to 11th Ave S	Reconstruction	\$4,000,000	\$5,260,000
Short-Term	R-2	S Washington Street	32nd Ave S to 47th Ave S	CPR	\$5,750,000	\$7,570,000
Short-Term	R-3	S Columbia Road	17th Ave S to 32nd Ave S	CPR	\$4,240,000	\$5,580,000
Short-Term	R-4	32nd Ave S	Belmont Rd to Cherry St	Reconstruction	\$2,360,000	\$3,110,000
Short-Term	R-5	32nd Ave S	Cherry St to S 10th St	Reconstruction	\$1,720,000	\$2,260,000
Short-Term Total (YOE Cost)						\$23,780,000
Mid-Term	R-6	University Avenue	I-29 to N 55th St	Reconstruction	\$3,180,000	\$5,510,000
Mid-Term	R-7	N Columbia Road	U.S. 2 to University Ave	CPR and Reconstruction	\$17,505,000	\$30,310,000
Mid-Term Total (YOE Cost)						\$35,820,000
Long-Term	R-8	S Columbia Road	DeMers Ave to 17th Ave S	CPR	\$3,520,000	\$8,680,000
Long-Term	R-9	S Columbia Road	32nd Ave S to 47th Ave S	CPR	\$4,080,000	\$10,060,000
Long-Term	84	S 48th Street	32nd Ave S to 47th Ave S	Pave Gravel Road	\$2,850,000	\$7,020,000
Long-Term	R-11	Cherry Street	28th Ave S to 32nd Ave S	Reconstruction	\$1,040,000	\$2,560,000
Long-Term Total (YOE Cost)						\$28,320,000
Illustrative		S Washington Street	57th Ave S to 62nd Ave S	Reconstruction	\$11,970,000	
Illustrative		24th Ave S	Belmont Rd to S Washington St	Reconstruction	\$7,780,000	
Illustrative		Cherry Street	28th Ave S to 32nd Ave S	Reconstruction	\$1,040,000	



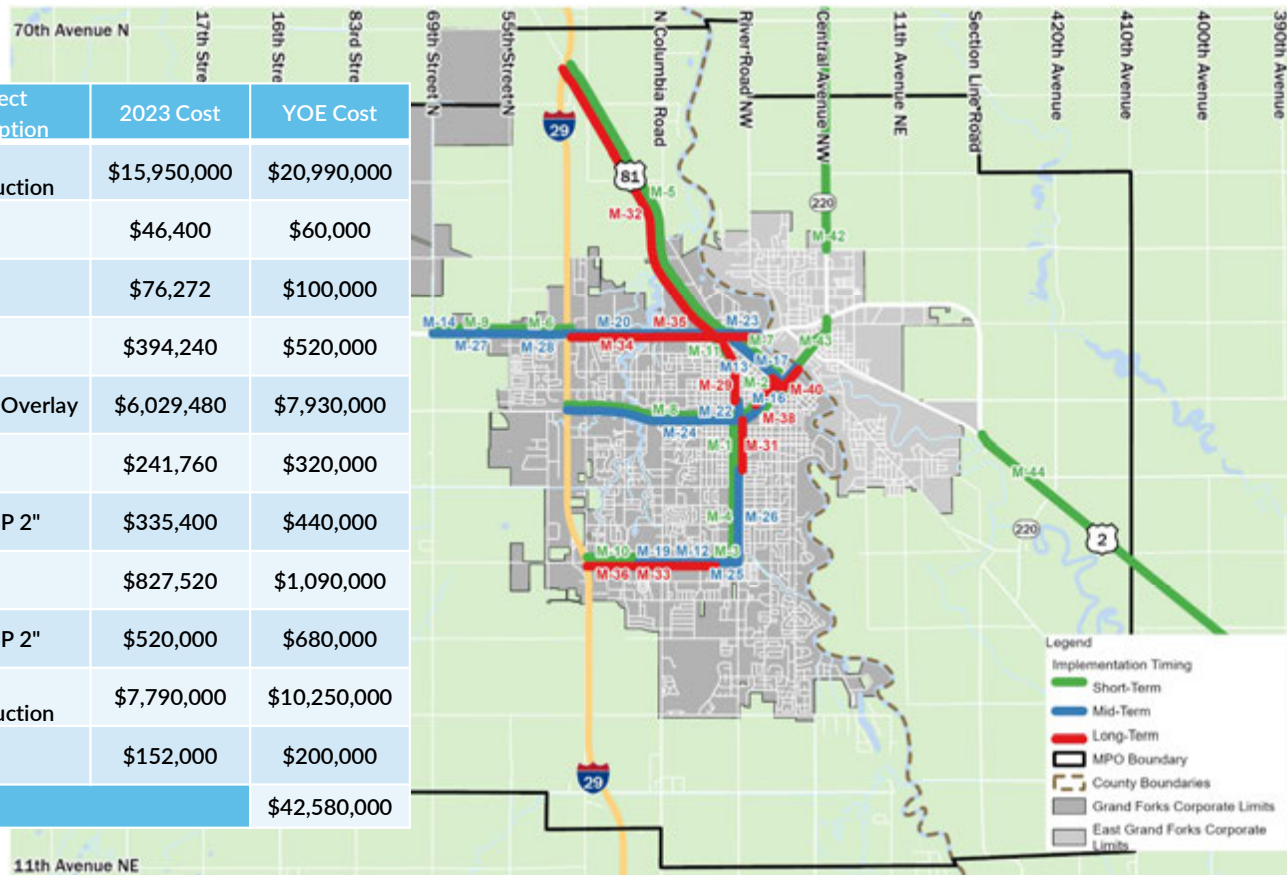
# 2050 STREET AND HIGHWAY PROJECTS- CITY-SUB TARGET (EAST GRAND FORKS)

Time Band	ID	Roadway	Location	Project Description	2023 Cost	YOE Cost
Short-Term	36a	Bygland Road	Intersection with Rhinehart Road	Intersection Improvements	\$1,500,000	\$1,970,000
Short-Term Total (YOE Cost)						
Mid-Term	58	10th St NE	11th Ave NE to 15th Ave NE	Reconstruct	\$2,154,000	\$3,730,000
Mid-Term Total (YOE Cost)						
Long-Term	61	11th Ave NE	US 2 to 10 <sup>th</sup> St	Reconstruct	\$1,850,000	\$4,560,000
Long-Term	82	River Road	12th Ave NW / 17th St NW	Intersection Improvements	\$1,500,000	\$3,700,000
Long-Term Total (YOE Cost)						
Illustrative	59a	10th St NE	15th Ave NE to .25 Miles East	Paving	\$1,840,000	
Illustrative	59b	10th St NE	.25 Miles East of 15th Ave to .50 Miles East of 15th Ave	Paving	\$1,840,000	
Illustrative	59c	10th St NE	0.5 Miles East of 15th Ave to U.S. 2	Paving	\$1,840,000	
Illustrative	60	10th St NE	5th Ave NE to 11th Ave NE	Paving		



# 2050 STREET AND HIGHWAY PROJECTS- URBAN REGIONAL PROGRAM (NDDOT)

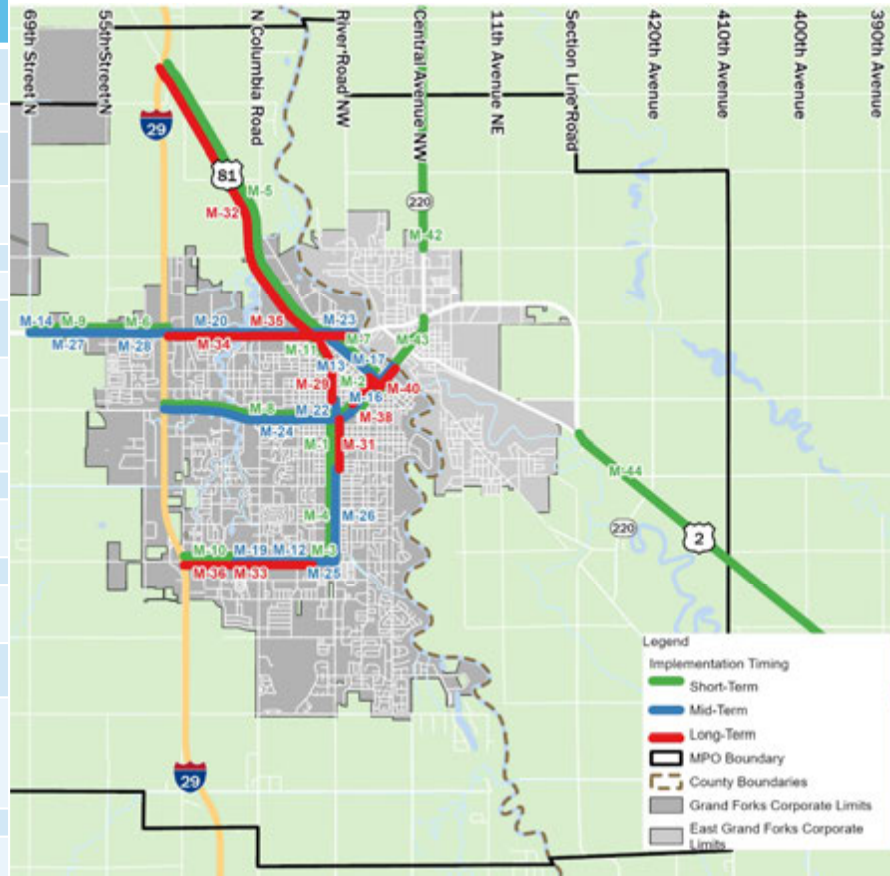
Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost
Short-Term	M-1	S Washington St	Hammerling to Demers Ave	PCC Reconstruction	\$15,950,000	\$20,990,000
Short-Term	M-2	DeMers Ave	4th Ave S to N 6th St	Chip Seal	\$46,400	\$60,000
Short-Term	M-3	32nd Ave S	East of 17th to S Washington St	CPR	\$76,272	\$100,000
Short-Term	M-4	S Washington St	32nd Ave S to Hammerling	CPR	\$394,240	\$520,000
Short-Term	M-5	N Washington St	US 2 to I-29	Concrete Overlay	\$6,029,480	\$7,930,000
Short-Term	M-6	U.S. 2 / Gateway Dr	55th St E to I-29	CPR	\$241,760	\$320,000
Short-Term	M-7	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	Mill & HBP 2"	\$335,400	\$440,000
Short-Term	M-8	DeMers Ave	I-29 to 4th Ave S	CPR	\$827,520	\$1,090,000
Short-Term	M-9	U.S. 2 / Gateway Dr	69th St N to 55th St	Mill & HBP 2"	\$520,000	\$680,000
Short-Term	M-10	32nd Ave S	I-29 to East of 31st St S	PCC Reconstruction	\$7,790,000	\$10,250,000
Short-Term	M-11	S Washington St	8th Ave N to US 2	CPR	\$152,000	\$200,000
Short-Term Total (YOE Cost)						\$42,580,000





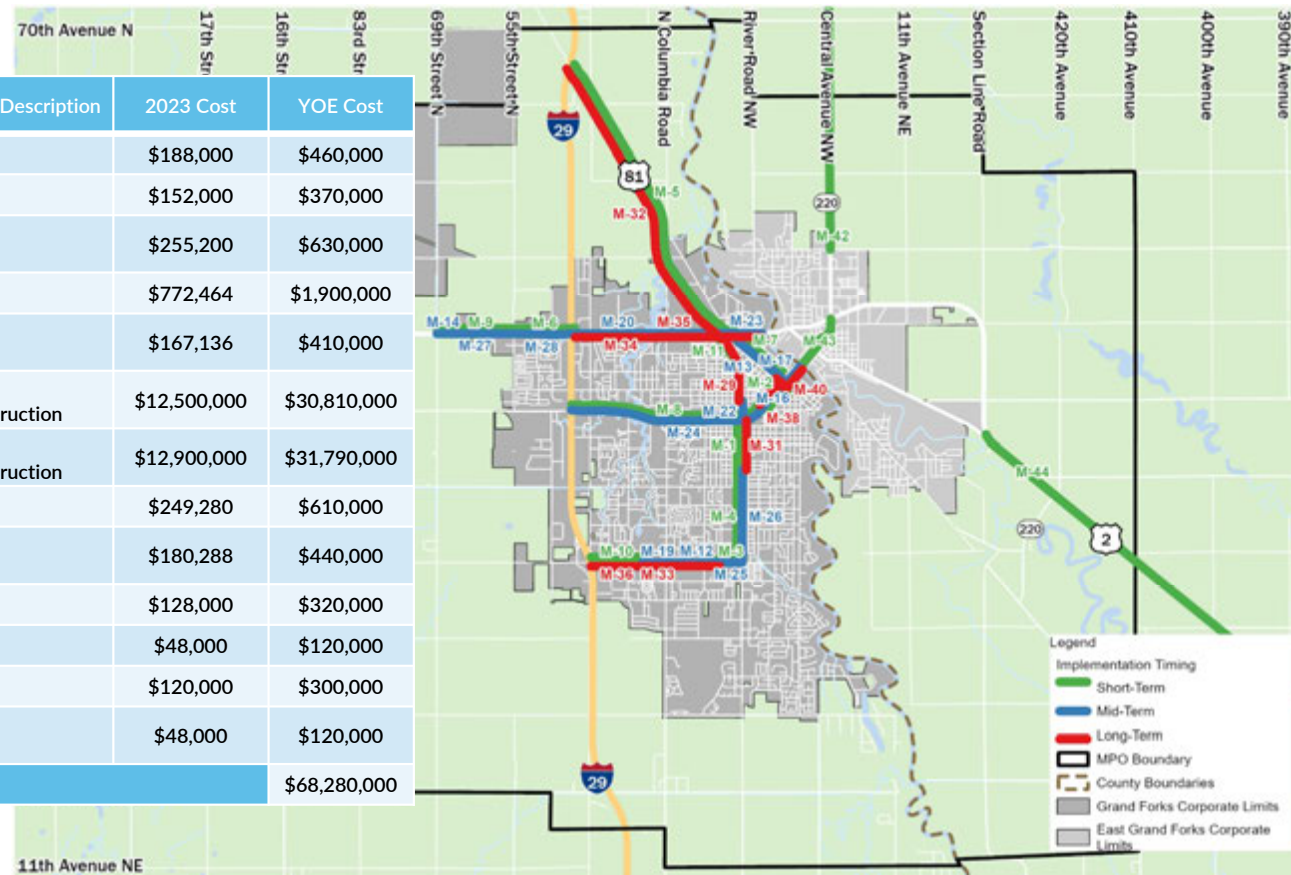
# 2050 STREET AND HIGHWAY PROJECTS- URBAN REGIONAL PROGRAM (NDDOT)

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost
Mid-Term	M-12	32nd Ave S	West of 23rd St S to East of 17th St S	PCC Reconstruction	\$5,634,000	\$9,760,000
Mid-Term	M-13	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	Chip Seal	\$74,820	\$130,000
Mid-Term	M-14	U.S. 2 / Gateway Drive	69th St N to 55th St	Chip Seal	\$116,000	\$200,000
Mid-Term	M-15	DeMers Ave	4th Ave S to N 6th St	PCC Reconstruction	\$3,200,000	\$5,540,000
Mid-Term	M-16	U.S. 2B (5th St N)	2nd Ave N to DeMers Ave	CPR	\$48,000	\$80,000
Mid-Term	M-17	U.S. 2B (Demers Ave)	5th St to Red River	CPR	\$120,000	\$210,000
Mid-Term	M-18	DeMers Ave	N 6th St to US 2B (North 5th St)	CPR	\$48,000	\$80,000
Mid-Term	M-19	32nd Ave S	East of 31st to West of 23rd St S	CPR	\$167,136	\$290,000
Mid-Term	M-20	U.S. 2 / Gateway Dr	I-29 to Columbia Rd	CPR, Mill & HBP	\$1,050,000	\$1,820,000
Mid-Term	M-21	U.S. 2 / Gateway Dr	Columbia Rd to Red River	CPR, Mill & HBP	\$1,338,500	\$2,320,000
Mid-Term	M-22	S Washington St	Demers Ave to 1st Ave N	CPR	\$92,000	\$160,000
Mid-Term	M-23	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	PCC Reconstruction	\$8,600,000	\$14,890,000
Mid-Term	M-24	DeMers Ave	I-29 to 4th Ave S	CPR	\$827,520	\$1,430,000
Mid-Term	M-25	32nd Ave S	East of 17th to S Washington St	CPR	\$76,272	\$130,000
Mid-Term	M-26	S Washington St	32nd Ave S to Hammerling	CPR	\$394,240	\$680,000
Mid-Term	M-27	U.S. 2 / Gateway Dr	69th St N to 55th St	New Construction / Pavement / Curb & Gutter	\$11,000,000	\$19,050,000
Mid-Term	M-28	U.S. 2 / Gateway Dr	55th St E to I-29	CPR	\$241,760	\$420,000
Mid-Term Total (YOE Cost)						\$57,190,000



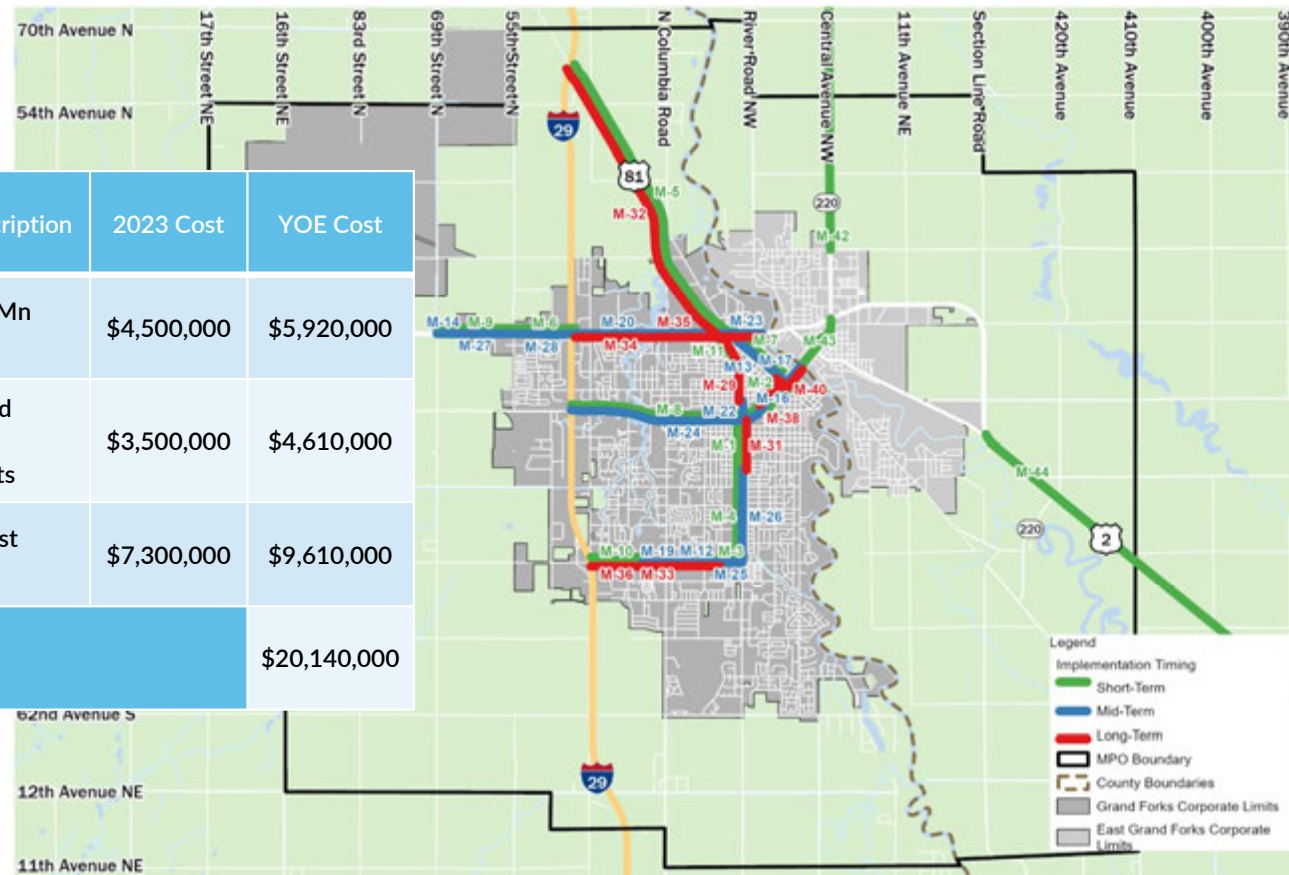
# 2050 STREET AND HIGHWAY PROJECTS— URBAN REGIONAL PROGRAM (NDDOT)

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost
Long-Term	M-29	S Washington St	1st Ave N to 8th Ave N	CPR	\$188,000	\$460,000
Long-Term	M-30	S Washington St	8th Ave N to US 2	CPR	\$152,000	\$370,000
Long-Term	M-31	S Washington St	Hammerling to Demers Ave	CPR	\$255,200	\$630,000
Long-Term	M-32	S Washington St	US 2 to I-29	CPR	\$772,464	\$1,900,000
Long-Term	M-33	32nd Ave S	East of 31st to West of 23rd St S	CPR	\$167,136	\$410,000
Long-Term	M-34	U.S. 2 / Gateway Drive	I-29 to Columbia Rd	PCC Reconstruction	\$12,500,000	\$30,810,000
Long-Term	M-35	U.S. 2 / Gateway Drive	Columbia Rd to Red River	PCC Reconstruction	\$12,900,000	\$31,790,000
Long-Term	M-36	32nd Ave S	I-29 to East of 31st St S	CPR	\$249,280	\$610,000
Long-Term	M-37	32nd Ave S	West of 23rd St S to East of 17th St S	CPR	\$180,288	\$440,000
Long-Term	M-38	DeMers Ave	4th Ave S to N 6th St	CPR	\$128,000	\$320,000
Long-Term	M-39	U.S. 2B (5th St N)	2nd Ave N to DeMers Ave	CPR	\$48,000	\$120,000
Long-Term	M-40	U.S. 2B (Demers Ave)	5th St to Red River	CPR	\$120,000	\$300,000
Long-Term	M-41	DeMers Ave	N 6th St to US 2B (North 5th St)	CPR	\$48,000	\$120,000
Long-Term Total (YOE Cost)						\$68,280,000



# 2050 STREET AND HIGHWAY PROJECTS- DISTRICT MANAGED PROGRAM (MNDOT)

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost
Short-Term	M-42	Mn 220	East Grand Forks Limits to Polk CR 22	Recondition Mn 220	\$4,500,000	\$5,920,000
Short-Term	M-43	U.S. 2b	Sorlie Bridge to U.S. 2	Resurface and Sidewalk Improvements	\$3,500,000	\$4,610,000
Short-Term	M-44	U.S. 2	East Grand Forks Limits to Fisher	Resurface East Bound Lanes	\$7,300,000	\$9,610,000
Short-Term Total (YOE Cost)						\$20,140,000

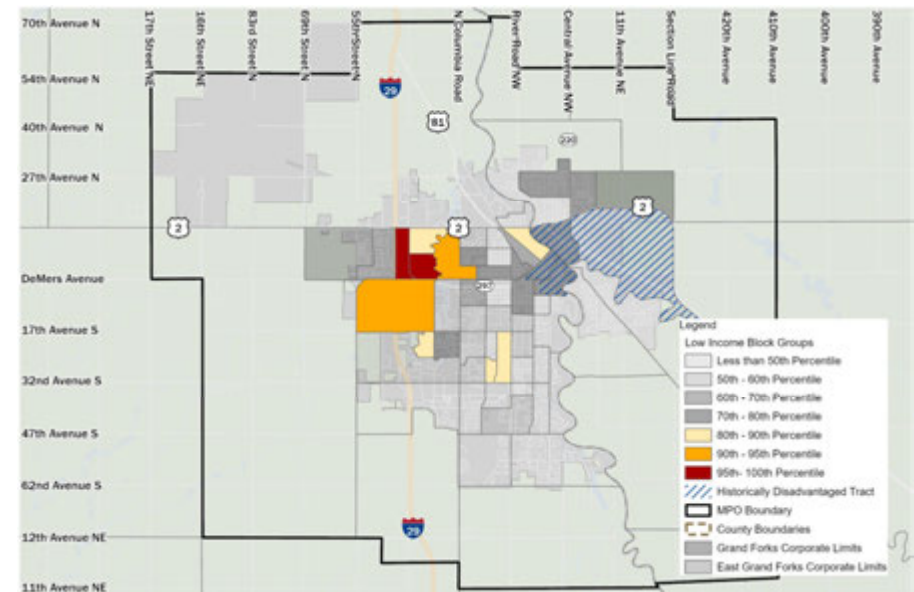


# STREET AND HIGHWAY CONTENTS- ENVIRONMENTAL MITIGATION



- Analysis of potential impacts of alternatives on Environmental Justice populations
  - Low Income
  - Minority
  - Age 65 and Over
  - Disabled
  - Limited English
  - No Vehicles Available
- Carbon Footprint estimation
  - Calculates metric tons of carbon dioxide based on estimated vehicle miles traveled

EJ Populations and Historically Disadvantaged Census Tracts



# STREET AND HIGHWAY CONTENTS- FEDERAL COMPLIANCE



- Summary of MTP alignment with Federal regulations
  - 23 CFR §450.322 Metropolitan transportation planning process for developing a Metropolitan Transportation Plan
  - Demonstrate how MTP goals and objectives align with Federal Planning Factors

Goal	Objectives	Economic Vitality	Safety	Security	Accessibility and Mobility for People and Freight	Environment and Energy Conservation, Quality of Life, Economic Development	System Integration and Connectivity for People and Freight	Efficient Operation and Management	Preserve the Existing Transportation System	System Resiliency and Reliability, Reduce or Mitigate Stormwater Impacts	Enhance Travel and Tourism
<b>GOAL: EFFICIENT AND RELIABLE</b>											
	Limit recurring peak hour congestion				✓			✓			
	Improve travel reliability on the non-Interstate NHS							✓			
	Maintain high levels of freight reliability on the Interstate and non-Interstate NHS	✓			✓			✓			
	Identify event management strategies to improve traffic operations during major events							✓			✓
	Increase regional mode share for walking, biking, and transit							✓			
	Leverage emerging transportation technologies to improve operations of the multimodal system				✓			✓	✓		
	Work to safely and efficiently manage traffic incidents and weather events		✓					✓			

# REMAINING SCHEDULE

- Draft Street and Highway Plan for public comment
- Adoption by December 2023





THANK YOU!

QUESTIONS?



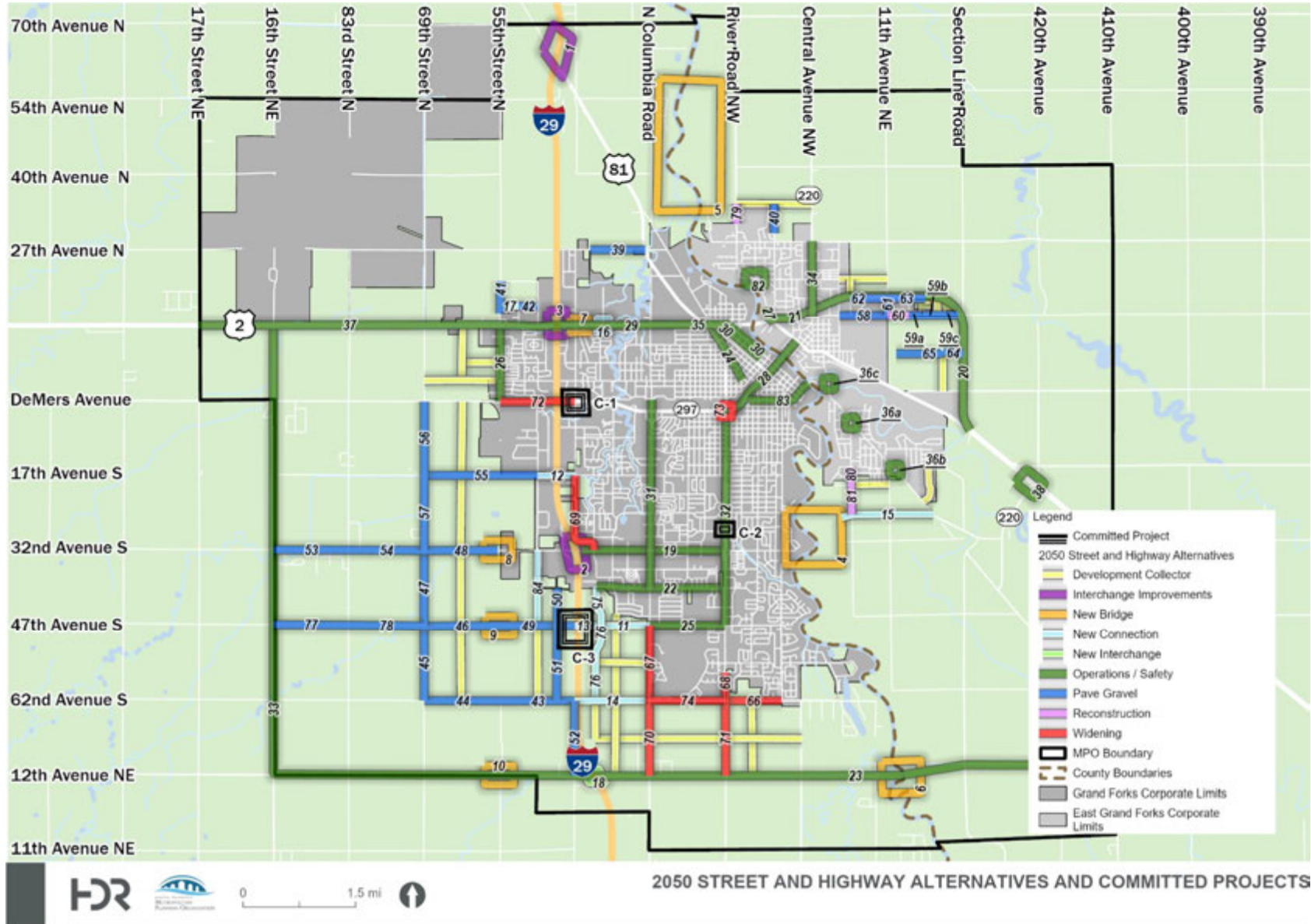
# Street and Highway Plan Update

MPO TAC Meeting

October 11, 2023



Figure 1: 2050 Street and Highway Alternatives and Committed Projects



**Table 1: 2050 Street and Highway Committed Projects**

ID	Corridor	Extent	Project Type	Project Description
C-1	42nd Street	at DeMers Ave	New Bridge	Railroad Grade Separation
C-2	S Washington Street	at 28th Ave S	Operations / Safety	Intersection Improvements at 28th Ave S. Adding Length to Left Turn Lane
C-3	I-29	at 47th Ave S	New Interchange	New Interchange South of Grand Forks

**Table 2: 2050 Street and Highway Alternatives**

ID	Corridor	Extent	Project Type	Project Description	Cost Estimate (2023\$)
1	I-29	North Washington Street	Interchange Improvements	Interchange Reconfiguration/Access	\$7,510,000
2	I-29	32nd Ave S	Interchange Improvements	Interchange Modifications from I-29 study	\$700,000
3	I-29	Gateway Dr	Interchange Improvements	Interchange Modifications to NE Loop from I-29 Study	\$4,860,000
4	Elks Drive/32nd Ave S	Red River	New Bridge	Potential Bridge Crossing	\$37,000,000
5	North Bypass Truck Route	North of Gateway Dr/U.S. 2	New Bridge	Bypass / Bridge	\$37,000,000
6	12th Ave NE/Co Road 5	Red River	New Bridge	New River Crossing	\$37,500,000
7	Gateway Dr	BNSF Railroad	New Bridge	Grade Separation	\$40,000,000
8	32nd Ave S	at Railroad	New Bridge	Grade Separation	\$12,000,000
9	47th Ave S	at Railroad	New Bridge	Grade Separation	\$12,000,000
10	12th Ave NE/Co Road 5	at Railroad	New Bridge	Grade Separation	\$12,000,000
11	47th Ave S	S 38th St to Columbia Rd	New Connection	New 4-Lane Roadway	\$6,600,000
12	17th Ave S	S 42nd St to S 48th St	New Connection	Construct Overpass	\$8,100,000
13	47th Ave S	E of I-29 to 38th St	New Connection	New 2-Lane Roadway adjacent to interchange	\$2,610,000

Table 2 continued

ID	Corridor	Extent	Project Type	Project Description	Cost Estimate (2023\$)
14	62nd Ave S	Columbia Rd to S 42nd St	New Connection	New 2-Lane Roadway, Construct Overpass	\$9,200,000
15	South End Arterial	Bygland Rd to South End Intercity Bridge	New Connection	South Neighborhood Connection South End Inter City Bridge	\$4,900,000
16	36th St / Stanford Rd	at Gateway Dr	New Connection	Realign 36th Street to Align with Stanford Rd	\$6,600,000
17	17th Ave N	N 52nd St to N 55th St	New Connection	Extend 17th Ave N to N 55th St	\$1,500,000
18	12th Ave NE/Co Road 5	I-29	New Interchange	Future Interchange	\$16,500,000
19	32nd Ave S	I-29 to S Columbia Rd	Operations / Safety	Evaluate Signal and Geometric Improvements for Long-Term Safety and Mobility	\$1,150,000
20	U.S. 2	11th Ave NE to U.S. Bus 2	Operations / Safety	Access Management & Safety Upgrades	\$7,200,000
21	U.S. 2	0.1 mi E of 5th Ave GF to EGF	Operations / Safety	Access Management & Safety Upgrades	\$2,930,000
22	40th Ave S	S 38th St to S Washington St	Operations / Safety	Restripe to 3 lanes - Intersection Control at 20th and 34th	\$900,000
23	12th Ave NE/Co Road 5	MN to ND	Operations / Safety	Road Improvements, Intersection Imp and New Bridge from I-29 study	\$67,700,000
24	Mill Spur Railway	Gateway Dr/U.S. 2 to University Ave	Operations / Safety	Rail Crossing Improvements	\$5,600,000
25	47th Ave S	S Columbia Rd to S Washington Street	Operations / Safety	Intersection Control Improvements	\$1,800,000
26	N 55th St	Gateway Dr to DeMers Avenue	Operations / Safety	Restripe as 3 Lanes, Improve Intersections	\$45,000
27	River Road NW	U.S. 2 to 13th Street NW	Operations / Safety	Operations Management - Intersection Control at 12th St and Ramp Terminals	\$3,600,000
28	DeMers Ave	S Washington Street to 4th Street NW	Operations / Safety	Safety and Operations Management	\$200,000
29	U.S. 2	55th Street to 20th St	Operations / Safety	Operations Management	\$5,400,000
30	Walnut / Chestnut	17th Avenue S to S 5th Street	Operations / Safety	One Way to Two Way Conversion Evaluation	\$200,000
31	Columbia Rd	36th Ave S to DeMers Ave	Operations / Safety	Improve Operations / Safety with Signal Tech/Timing and Spot Improvements	\$300,000

Table 2 continued

ID	Corridor	Extent	Project Type	Project Description	Cost Estimate (2023\$)
32	Washington St	47th Ave S to DeMers Ave	Operations / Safety	Improve Operations / Safety with Signal Tech/Timing and Spot Improvements	\$5,750,000
33	Co Road 6/Co Road 5	U.S. 2 to I-29	Operations / Safety	Make Intersection Improvements to Support a Southwest Ring Route	\$5,400,000
34	Central Ave	23rd St N to 10th St N	Operations / Safety	Roundabouts at 23rd St and 17th St N	\$9,408,753
35	Gateway Dr	20th St to 3rd St	Operations / Safety	Operations / Safety / Geometrics, Sidewalks	\$9,031,250
36a	Bygland Rd / Rhinehardt Dr	At Intersection	Operations / Safety	Roundabout	\$1,500,000
36b	Bygland Rd / 13th St E	At Intersection	Operations / Safety	Roundabout	\$1,500,000
37	U.S. 2	17th St NE to 55th St	Operations / Safety	Intersection Control and Safety Evaluations	\$2,800,000
38	U.S. 2	at MN 220	Operations / Safety	Safety Improvements	\$4,986,936
39	27th Ave N	N 39th St to N Washington St	Pave Gravel	Gravel to Concrete	\$6,200,000
40	8th Ave NW	30th St NW to Pinehurst Ct	Pave Gravel	Gravel to Concrete	\$3,311,000
41	N 55th St	North of Gateway Dr/U.S. to 21st Ave N	Pave Gravel	Pave Gravel Road	\$1,163,000
42	17th Ave N	N 48th St to N 52nd St	Pave Gravel	Pave Gravel Road	\$2,800,000
43	62nd Ave S	S 42nd St to RR Tracks	Pave Gravel	Pave Gravel Road	\$8,321,000
44	62nd Ave S	RR Tracks to S 69th St	Pave Gravel	Pave Gravel Road	\$8,661,000
45	S 69th St	47th Ave S to 62nd Ave S	Pave Gravel	Pave Gravel Road	\$2,836,000
46	47th Ave S	RR Tracks to S 69th St	Pave Gravel	Pave Gravel Road	\$2,864,000
47	S 69th St	32nd Ave S to 47th Ave S	Pave Gravel	Pave Gravel Road	\$2,864,000
48	32nd Ave S	RR Tracks to S 69th St	Pave Gravel	Pave Gravel Road	\$2,779,000
49	47th Ave S	S 42nd St to RR Tracks	Pave Gravel	Pave Gravel Road	\$8,491,000

Table 2 continued

ID	Corridor	Extent	Project Type	Project Description	Cost Estimate (2023\$)
50	S 42nd St	40th Ave S to 47th Ave S	Pave Gravel	Pave Gravel Road	\$4,161,000
51	S 42nd St	47th Ave S to 62nd Ave S	Pave Gravel	Pave Gravel Road	\$8,491,000
52	S 42nd St	62nd Ave S to 12th Ave NE	Pave Gravel	Pave Gravel Road	\$2,836,000
53	32nd Ave S	S 83rd St to 16th St NE	Pave Gravel	Pave Gravel Road	\$2,836,000
54	32nd Ave S	S 83rd St to S 69th St	Pave Gravel	Pave Gravel Road	\$2,864,000
55	17th Ave S	S 69th St to S 48th St	Pave Gravel	Pave Gravel Road	\$4,282,000
56	S 69th St	DeMers Ave to 17th Ave S	Pave Gravel	Pave Gravel Road	\$2,808,000
57	S 69th St	17th Ave S to 32nd Ave S	Pave Gravel	Pave Gravel Road	\$2,836,000
58	10th St NE	5th Ave NE to 11th Ave NE	Pave Gravel	Pave Gravel Road	\$5,434,000
59a	10th St NE	15th Ave NE to .25 Miles East	Reconstruction	Reconstruct	\$1,840,000
59b	10th St NE	.25 Miles East of 15th Ave to .50 Miles East of 15th Ave	Reconstruction	Reconstruct	\$1,840,000
59c	10th St NE	0.5 Miles East of 15th Ave to U.S. 2	Reconstruction	Reconstruct	\$1,840,000
60	10th St NE	11th Ave NE to 15th Ave NE	Pave Gravel	Reconstruct	\$2,154,000
61	11th Ave NE	Gateway Dr to 10th St NE	Pave Gravel	Reconstruct	\$1,850,000
62	Central Ave	7th St NE to 11th Ave NE	Pave Gravel	Pave Gravel Road	\$4,245,000
63	11th St NE	5th Ave NE to 7th Ave NE	Pave Gravel	Pave Gravel Road	\$1,274,000
64	East Grand Forks Industrial Collector	EGF Industrial Park	Pave Gravel	Pave Gravel Road	\$766,000
65	East Grand Forks Industrial Collector	EGF Industrial Park	Pave Gravel	Pave Gravel Road	\$1,787,000
66	62nd Ave S	Belmont Rd to Washington	Widening	2-Lane Rural to 3-Lane Urban	\$4,670,000

Table 2 continued

ID	Corridor	Extent	Project Type	Project Description	Cost Estimate (2023\$)
67	S Columbia Rd	47th Ave S to 62nd Ave S	Widening	Widen to 5 Lanes	\$9,198,000
68	S Washington St	57th Ave S to 62nd Ave S	Widening	Widen to 5 Lanes	\$3,470,000
69	S 42nd St	17th Ave S to 32nd Ave S	Widening	Expand to 4 Lanes	\$10,300,000
70	S Columbia Rd	62nd Ave S to 12th Ave NE	Widening	Widen to 3 Lanes	\$6,303,000
71	S Washington St	62nd Ave S to 12th Ave NE	Widening	Widen to 3 Lanes	\$6,240,000
72	DeMers Ave	N 55th Street to S 42nd Street	Widening	Widening, Intersection, and Operations Improvements	\$9,150,000
73	Washington St	at DeMers Ave	Widening	Capacity and Safety Improvements - Continuous Flow Intersection (CFI) Recommended in Past Studies	\$9,200,000
74	62nd Ave S	Columbia Rd to Washington St	Widening	2-Lane Rural to 3-Lane Urban	\$6,250,000
75	S 38th St	40th Ave S to 47th Ave S	New Connection	New 3-Lane Roadway	\$4,600,000
76	S 38th St	47th Ave S to 62nd Ave S	New Connection	New 2-Lane Roadway	\$9,000,000
77	47th Ave S	S 83rd St to 16th St NE	Pave Gravel	Pave Gravel Road	\$2,800,000
78	47th Ave S	S 83rd St to S 69th St	Pave Gravel	Pave Gravel Road	\$2,800,000
79	8th Ave NW	147th St SW to 30th St NW	Reconstruction	Rural to Urban Reconstruction	\$2,933,000
80	Rhinehardt Dr SE	17th St SE to 13th St SE	Reconstruction	Rural to Urban Reconstruction	\$2,706,000
81	Rhinehardt Dr SE	17th St SE to South End Bridge Connector	Reconstruction	Rural to Urban Reconstruction	\$4,357,000
82	River Rd/12th Ave/17th St	At Intersection	Operations / Safety	Construct Single Lane Roundabout	\$1,500,000
83	4th Ave S / Minnesota Ave	DeMers Ave to Red River	Operations / Safety	Traffic Calming and Intersection Improvements for Safety and Traffic Flow	\$1,900,000
84	S 48th St	32nd Ave S to 47th Ave S	New Connection	Pave Gravel Road; Extend S 48th St from 40th Ave S to 47th Ave S	\$8,770,000

**Table 3: Forecasted Revenue Levels for Federal Funding Sources, North Dakota Side of the MPO Area**

Time Band	Highway Safety Improvement Program	Interstate Maintenance Program	Transportation Alternatives Program	Carbon Reduction Program	PROTECT	Total
Short-Term (2028 - 2032)	\$1,860,000	\$1,270,000	\$1,260,000	\$2,280,000	\$4,000,000	\$10,670,000
Mid-Term (2033 - 2041)	\$3,840,000	\$2,740,000	\$2,880,000	\$4,560,000	\$7,990,000	\$22,010,000
Long-Term (2042 - 2050)	\$4,590,000	\$3,510,000	\$3,860,000	\$5,220,000	\$9,120,000	\$26,300,000
Total	\$10,290,000	\$7,520,000	\$8,000,000	\$12,060,000	\$21,110,000	\$58,980,000

**Table 4: Forecasted Revenue Levels for Federal Funding Sources, Minnesota Side of the MPO Area**

Time Band	National Highway Performance Program	Carbon Reduction Program	PROTECT	Total
Short-Term (2028 - 2032)	\$3,350,000	\$109,300	\$158,600	\$3,617,900
Mid-Term (2033 - 2041)	\$8,180,000	\$218,700	\$317,200	\$8,715,900
Long-Term (2042 - 2050)	\$10,660,000	\$249,900	\$362,400	\$11,272,300
Total	\$22,190,000	\$577,900	\$838,200	\$23,606,100

**Table 5: Forecasted Revenues for State Funding Sources, North Dakota Side of the MPO Area**

Time Band	Urban Grant Program	Urban Local Roads Program	Urban Regional Primary Program	Urban Regional Secondary Roads & Bridge Programs	Bridge Program	County Program	Total
Short-Term (2028 – 2032)	\$330,000	\$15,000,000	\$17,020,000	\$16,140,000	\$5,800,000	\$280,000	\$54,570,000
Mid-Term (2033 – 2041)	\$660,000	\$27,000,000	\$34,790,000	\$32,590,000	\$11,360,000	\$560,000	\$106,960,000
Long-Term (2042 – 2050)	\$660,000	\$27,000,000	\$40,930,000	\$37,730,000	\$12,610,000	\$650,000	\$119,580,000
Total	\$1,650,000	\$69,000,000	\$92,740,000	\$86,460,000	\$29,770,000	\$1,490,000	\$281,110,000

**Table 6: Forecasted Revenues for State Funding Sources, Minnesota Side of the MPO Area**

Time Band	District Managed Program	Mn State Aid	NWATP City Sub-Target	NWATP TA Funds	Total
Short-Term (2028 – 2032)	\$8,070,000	\$3,970,000	\$1,270,000	\$320,000	\$13,630,000
Mid-Term (2033 – 2041)	\$16,290,000	\$7,950,000	\$2,780,000	\$640,000	\$27,660,000
Long-Term (2042 – 2050)	\$18,850,000	\$9,070,000	\$4,860,000	\$740,000	\$33,520,000
Total	\$43,210,000	\$20,990,000	\$8,910,000	\$1,700,000	\$74,810,000



**Table 7: Forecasted Revenues for Local Funding Sources, North Dakota Side of the MPO Area**

Time Band	Highway Users Tax	Sales Tax Revenue	Use Tax	Total
Short-Term (2028 - 2032)	\$18,100,000	\$29,840,000	\$3,500,000	\$51,440,000
Mid-Term (2033 - 2041)	\$37,460,000	\$61,760,000	\$7,250,000	\$106,470,000
Long-Term (2042 - 2050)	\$44,760,000	\$73,810,000	\$8,670,000	\$127,240,000
Total	\$100,320,000	\$165,410,000	\$19,420,000	\$285,150,000

\*Assumes collection of Additional ½% Sales Tax ends in 2048

**Table 8: Forecasted Revenues for Local Funding Sources, Minnesota Side of the MPO Area**

Time Band	General Fund	Snow Removal Fees	Street Lights	Other-Streets	Polk County Aid	Total
Short-Term (2028 - 2032)	\$9,720,000	\$60,000	\$1,050,000	\$10,300	\$570,000	\$11,410,300
Mid-Term (2033 - 2041)	\$20,360,000	\$130,000	\$2,220,000	\$21,400	\$1,190,000	\$23,921,400
Long-Term (2042 - 2050)	\$24,720,000	\$160,000	\$2,720,000	\$25,600	\$1,420,000	\$29,045,600
Total	\$54,800,000	\$350,000	\$5,990,000	\$57,300	\$3,180,000	\$64,377,300

**Table 9: Summary of Revenue Forecasts for the 2050 MTP**

Time Band	North Dakota				Minnesota			
	Federal	State	Local	Total	Federal	State	Local	Total
Short-Term (2028 - 2032)	\$10,670,000	\$54,570,000	\$51,440,000	\$116,680,000	\$3,617,900	\$13,630,000	\$11,410,300	\$28,658,200
Mid-Term (2033 - 2041)	\$22,010,000	\$106,960,000	\$106,470,000	\$235,440,000	\$8,715,900	\$27,660,000	\$23,921,400	\$60,297,300
Long-Term (2042 - 2050)	\$26,300,000	\$119,580,000	\$127,240,000	\$273,120,000	\$11,272,300	\$33,520,000	\$29,045,600	\$73,837,900
<b>Total</b>	<b>\$58,980,000</b>	<b>\$281,110,000</b>	<b>\$285,150,000</b>	<b>\$625,240,000</b>	<b>\$23,606,100</b>	<b>\$74,810,000</b>	<b>\$64,377,300</b>	<b>\$162,793,400</b>

**Table 10: Historic O&M Revenues, 2017 - 2023**

Year	Grand Forks	East Grand Forks	NDDOT	MnDOT
2017	\$520,956	\$194,443	\$499,310	\$238,429
2018	\$536,585	\$200,276	\$514,290	\$245,582
2019	\$520,956	\$206,284	\$529,718	\$252,949
2020	\$569,262	\$212,473	\$545,610	\$260,537
2021	\$586,340	\$218,847	\$561,978	\$268,353
2022	\$603,930	\$225,412	\$578,837	\$276,404
2023	\$622,048	\$232,175	\$596,202	\$284,696

Source: Grand Forks – East Grand Forks MPO Transportation Improvement Programs, 2023-2026

**Table 11: Historic O&M Expenditures, 2017 - 2023**

Year	Grand Forks	East Grand Forks	NDDOT	MnDOT
2017	\$520,956	\$183,281	\$499,310	\$238,429
2018	\$536,585	\$189,838	\$514,290	\$245,582
2019	\$552,682	\$194,443	\$529,718	\$252,949
2020	\$569,262	\$200,276	\$545,610	\$260,537
2021	\$586,340	\$206,284	\$561,978	\$268,353
2022	\$603,930	\$212,473	\$578,837	\$276,404
2023	\$622,048	\$218,847	\$596,202	\$284,696

Source: Grand Forks – East Grand Forks MPO Transportation Improvement Programs, 2023-2026

**Table 12: Baseline O&M Revenue and Expenditure Forecast Levels**

Agency	2026 O&M Revenue	2026 O&M Expenditure
City of Grand Forks	\$679,729	\$679,729
City of East Grand Forks	\$253,704	\$239,140
NDDOT	\$651,486	\$651,486
MnDOT	\$311,095	\$311,095

Source: Grand Forks – East Grand Forks MPO Transportation Improvement Programs, 2023-2026

**Table 13: Forecasted O&M Revenues by Time Band**

Time Band	Grand Forks	East Grand Forks	NDDOT	MnDOT	Total
Short-Term (2028 - 2032)	\$3,680,000	\$1,370,000	\$3,530,000	\$1,690,000	\$10,290,000
Mid-Term (2033 - 2041)	\$7,640,000	\$2,850,000	\$7,320,000	\$3,500,000	\$21,380,000
Long-Term (2042 - 2050)	\$9,150,000	\$3,410,000	\$8,770,000	\$4,190,000	\$25,680,000
Total	\$20,470,000	\$7,630,000	\$19,620,000	\$9,380,000	\$57,350,000

**Table 14: Forecasted O&M Expenditures by Time Band**

Time Band	Grand Forks	East Grand Forks	NDDOT	MnDOT	Total
Short-Term (2028 - 2032)	\$3,680,000	\$1,300,000	\$3,530,000	\$1,690,000	\$10,200,000
Mid-Term (2033 - 2041)	\$7,640,000	\$2,680,000	\$7,320,000	\$3,500,000	\$21,140,000
Long-Term (2042 - 2050)	\$9,150,000	\$3,210,000	\$8,770,000	\$4,190,000	\$25,320,000
Total	\$20,470,000	\$7,190,000	\$19,620,000	\$9,380,000	\$56,660,000

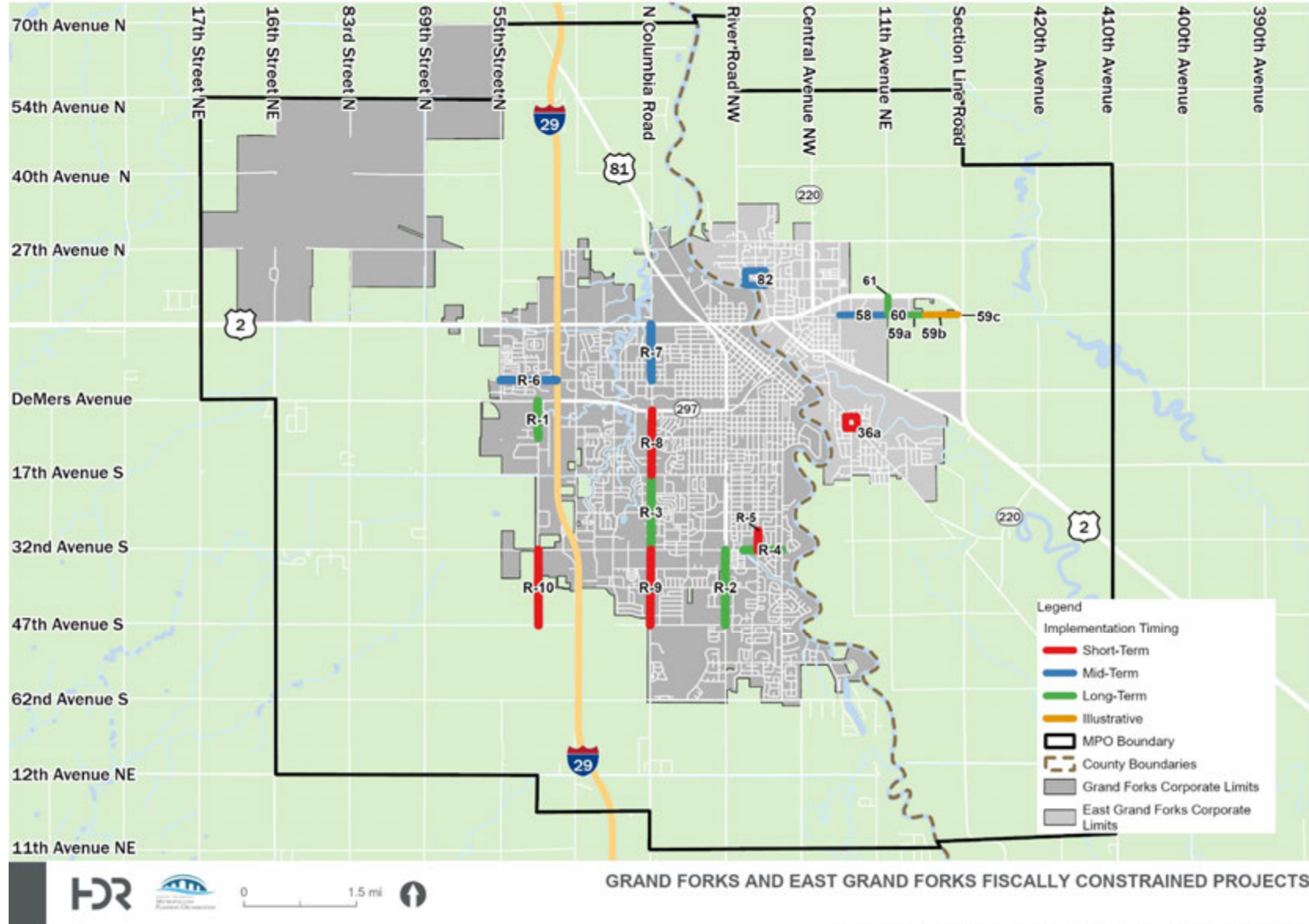
**Table 15: Grand Forks Fiscally Constrained Projects**

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost	Funding Source
Short-Term	R-1	S 48th Street	DeMers Ave to 11th Ave S	Reconstruction	\$4,000,000	\$5,260,000	Urban Roads
Short-Term	R-2	S Washington Street	32nd Ave S to 47th Ave S	CPR	\$5,750,000	\$7,570,000	Regional
Short-Term	R-3	S Columbia Road	17th Ave S to 32nd Ave S	CPR	\$4,240,000	\$5,580,000	Urban Roads
Short-Term	R-4	32nd Ave S	Belmont Rd to Cherry St	Reconstruction	\$2,360,000	\$3,110,000	Urban Roads
Short-Term	R-5	32nd Ave S	Cherry St to S 10th St	Reconstruction	\$1,720,000	\$2,260,000	Urban Roads
<b>Short-Term Total (YOE Cost)</b>						<b>\$23,780,000</b>	
Mid-Term	R-6	University Avenue	I-29 to N 55th St	Reconstruction	\$3,180,000	\$5,510,000	Urban Roads
Mid-Term	R-7	N Columbia Road	U.S. 2 to University Ave	CPR and Reconstruction	\$17,505,000	\$30,310,000	Urban Roads
<b>Mid-Term Total (YOE Cost)</b>						<b>\$35,820,000</b>	
Long-Term	R-8	S Columbia Road	DeMers Ave to 17th Ave S	CPR	\$3,520,000	\$8,680,000	Urban Roads
Long-Term	R-9	S Columbia Road	32nd Ave S to 47th Ave S	CPR	\$4,080,000	\$10,060,000	Urban Roads
Long-Term	84	S 48th Street	32nd Ave S to 47th Ave S	Pave Gravel Road	\$2,850,000	\$7,020,000	Urban Roads
Long-Term	R-11	Cherry Street	28th Ave S to 32nd Ave S	Reconstruction	\$1,040,000	\$2,560,000	Urban Roads
<b>Long-Term Total (YOE Cost)</b>						<b>\$28,320,000</b>	
Illustrative		S Washington Street	57th Ave S to 62nd Ave S	Reconstruction	\$11,970,000		
Illustrative		24th Ave S	Belmont Rd to S Washington St	Reconstruction	\$7,780,000		
Illustrative		Cherry Street	28th Ave S to 32nd Ave S	Reconstruction	\$1,040,000		

**Table 16: East Grand Forks Fiscally Constrained Projects**

Time Band	ID	Roadway	Location	Project Description	2023 Cost	YOE Cost	Funding Source
Short-Term	36a	Bygland Road	Intersection with Rhinehart Road	Intersection Improvements	\$1,500,000	\$1,970,000	City Sub-Target
Short-Term Total (YOE Cost)							
Mid-Term	58	10th St NE	11th Ave NE to 15th Ave NE	Reconstruct	\$2,154,000	\$3,730,000	City Sub-Target
Mid-Term Total (YOE Cost)							
Long-Term	61	11th Ave NE	US 2 to 10 <sup>th</sup> St	Reconstruct	\$1,850,000	\$4,560,000	City Sub-Target
Long-Term	82	River Road	12th Ave NW / 17th St NW	Intersection Improvements	\$1,500,000	\$3,700,000	City Sub-Target
Long-Term Total (YOE Cost)							
Illustrative	59a	10th St NE	15th Ave NE to .25 Miles East	Paving	\$1,840,000		
Illustrative	59b	10th St NE	.25 Miles East of 15th Ave to .50 Miles East of 15th Ave	Paving	\$1,840,000		
Illustrative	59c	10th St NE	0.5 Miles East of 15th Ave to U.S. 2	Paving	\$1,840,000		
Illustrative	60	10th St NE	5th Ave NE to 11th Ave NE	Paving			

Figure 2: Grand Forks and East Grand Forks Fiscally Constrained Projects



**Table 17: NDDOT Fiscally Constrained Projects**

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost	Funding Source
Short-Term	M-1	S Washington St	Hammerling to Demers Ave	PCC Reconstruction	\$15,950,000	\$20,990,000	Regional
Short-Term	M-2	DeMers Ave	4th Ave S to N 6th St	Chip Seal	\$46,400	\$60,000	Regional
Short-Term	M-3	32nd Ave S	East of 17th to S Washington St	CPR	\$76,272	\$100,000	Regional
Short-Term	M-4	S Washington St	32nd Ave S to Hammerling	CPR	\$394,240	\$520,000	Regional
Short-Term	M-5	S Washington St	US 2 to I-29	Concrete Overlay	\$6,029,480	\$7,930,000	Regional
Short-Term	M-6	U.S. 2 / Gateway Dr	55th St E to I-29	CPR	\$241,760	\$320,000	Regional
Short-Term	M-7	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	Mill & HBP 2"	\$335,400	\$440,000	Regional
Short-Term	M-8	DeMers Ave	I-29 to 4th Ave S	CPR	\$827,520	\$1,090,000	Regional
Short-Term	M-9	U.S. 2 / Gateway Dr	69th St N to 55th St	Mill & HBP 2"	\$520,000	\$680,000	Regional
Short-Term	M-10	32nd Ave S	I-29 to East of 31st St S	PCC Reconstruction	\$7,790,000	\$10,250,000	Regional
Short-Term	M-11	S Washington St	8th Ave N to US 2	CPR	\$152,000	\$200,000	Regional
<b>Short-Term Total (YOE Cost)</b>						<b>\$42,580,000</b>	



Table 17 continued

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost	Funding Source
Mid-Term	M-12	32nd Ave S	West of 23rd St S to East of 17th St S	PCC Reconstruction	\$5,634,000	\$9,760,000	Regional
Mid-Term	M-13	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	Chip Seal	\$74,820	\$130,000	Regional
Mid-Term	M-14	U.S. 2 / Gateway Drive	69th St N to 55th St	Chip Seal	\$116,000	\$200,000	Regional
Mid-Term	M-15	DeMers Ave	4th Ave S to N 6th St	PCC Reconstruction	\$3,200,000	\$5,540,000	Regional
Mid-Term	M-16	U.S. 2B (5th St N)	2nd Ave N to DeMers Ave	CPR	\$48,000	\$80,000	Regional
Mid-Term	M-17	U.S. 2B (Demers Ave)	5th St to Red River	CPR	\$120,000	\$210,000	Regional
Mid-Term	M-18	DeMers Ave	N 6th St to US 2B (North 5th St)	CPR	\$48,000	\$80,000	Regional
Mid-Term	M-19	32nd Ave S	East of 31st to West of 23rd St S	CPR	\$167,136	\$290,000	Regional
Mid-Term	M-20	U.S. 2 / Gateway Dr	I-29 to Columbia Rd	CPR, Mill & HBP	\$1,050,000	\$1,820,000	Regional
Mid-Term	M-21	U.S. 2 / Gateway Dr	Columbia Rd to Red River	CPR, Mill & HBP	\$1,338,500	\$2,320,000	Regional
Mid-Term	M-22	S Washington St	Demers Ave to 1st Ave N	CPR	\$92,000	\$160,000	Regional
Mid-Term	M-23	U.S. 2B (5th St N)	Gateway Dr to 2nd Ave N	PCC Reconstruction	\$8,600,000	\$14,890,000	Regional
Mid-Term	M-24	DeMers Ave	I-29 to 4th Ave S	CPR	\$827,520	\$1,430,000	Regional
Mid-Term	M-25	32nd Ave S	East of 17th to S Washington St	CPR	\$76,272	\$130,000	Regional
Mid-Term	M-26	S Washington St	32nd Ave S to Hammerling	CPR	\$394,240	\$680,000	Regional
Mid-Term	M-27	U.S. 2 / Gateway Dr	69th St N to 55th St	New Construction / Pavement / Curb & Gutter	\$11,000,000	\$19,050,000	Regional
Mid-Term	M-28	U.S. 2 / Gateway Dr	55th St E to I-29	CPR	\$241,760	\$420,000	Regional
Mid-Term Total (YOE Cost)						\$57,190,000	

Table 17 continued

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost	Funding Source
Long-Term	M-29	S Washington St	1st Ave N to 8th Ave N	CPR	\$188,000	\$460,000	Regional
Long-Term	M-30	S Washington St	8th Ave N to US 2	CPR	\$152,000	\$370,000	Regional
Long-Term	M-31	S Washington St	Hammerling to Demers Ave	CPR	\$255,200	\$630,000	Regional
Long-Term	M-32	S Washington St	US 2 to I-29	CPR	\$772,464	\$1,900,000	Regional
Long-Term	M-33	32nd Ave S	East of 31st to West of 23rd St S	CPR	\$167,136	\$410,000	Regional
Long-Term	M-34	U.S. 2 / Gateway Drive	I-29 to Columbia Rd	PCC Reconstruction	\$12,500,000	\$30,810,000	Regional
Long-Term	M-35	U.S. 2 / Gateway Drive	Columbia Rd to Red River	PCC Reconstruction	\$12,900,000	\$31,790,000	Regional
Long-Term	M-36	32nd Ave S	I-29 to East of 31st St S	CPR	\$249,280	\$610,000	Regional
Long-Term	M-37	32nd Ave S	West of 23rd St S to East of 17th St S	CPR	\$180,288	\$440,000	Regional
Long-Term	M-38	DeMers Ave	4th Ave S to N 6th St	CPR	\$128,000	\$320,000	Regional
Long-Term	M-39	U.S. 2B (5th St N)	2nd Ave N to DeMers Ave	CPR	\$48,000	\$120,000	Regional
Long-Term	M-40	U.S. 2B (Demers Ave)	5th St to Red River	CPR	\$120,000	\$300,000	Regional
Long-Term	M-41	DeMers Ave	N 6th St to US 2B (North 5th St)	CPR	\$48,000	\$120,000	Regional
Long-Term Total (YOE Cost)						\$68,280,000	

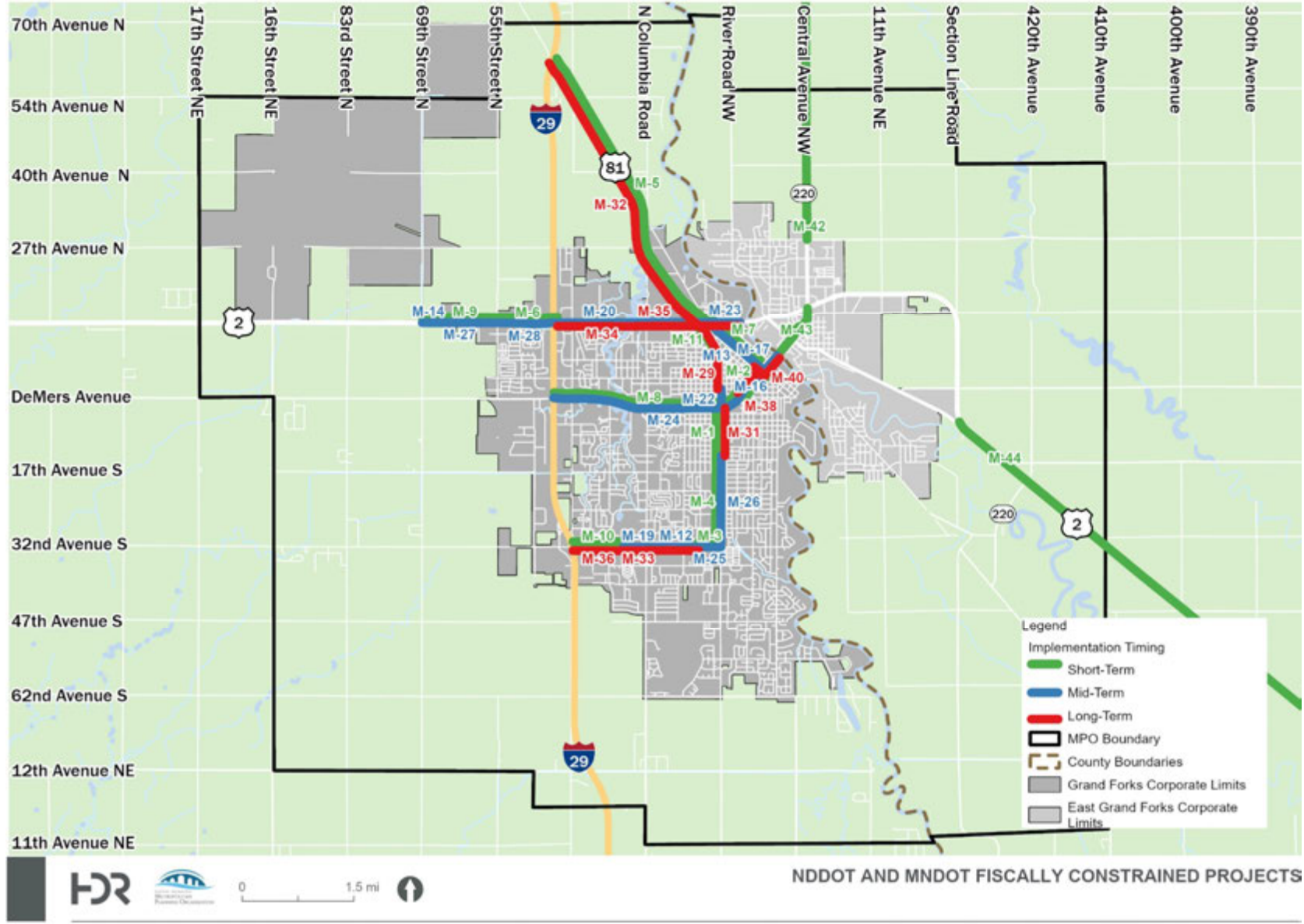
Source: North Dakota Department of Transportation

**Table 18: MnDOT Fiscally Constrained Projects**

Time Band	ID	Location	Extent	Project Description	2023 Cost	YOE Cost	Funding Source
Short-Term	M-42	Mn 220	East Grand Forks Limits to Polk CR 22	Recondition Mn 220	\$4,500,000	\$5,920,000	District Managed Program
Short-Term	M-43	U.S. 2b	Sorlie Bridge to U.S. 2	Resurface and Sidewalk Improvements	\$3,500,000	\$4,610,000	District Managed Program
Short-Term	M-44	U.S. 2	East Grand Forks Limits to Fisher	Resurface East Bound Lanes	\$7,300,000	\$9,610,000	District Managed Program
<b>Short-Term Total (YOE Cost)</b>						<b>\$20,140,000</b>	

Source: Minnesota Department of Transportation, District 2 Capital Highway Investment Plan 2023-2032

Figure 3: State System Projects Map for MnDOT and NDDOT





**MPO Staff Report**  
**Technical Advisory Committee:**  
October 11, 2023  
**MPO Executive Board:**  
October 18, 2023

**RECOMMENDED ACTION:** Matter of discussion of the Draft Grand Valley Pedestrian Crossing Study RFP (Request For Proposals).

**RECOMMENDED ACTION:**

Matter of discussion of the Grand Valley Pedestrian Crossing Study RFP (Request For Proposals).

**Background:**

The City of Grand Forks, North Dakota, is seeking proposals from qualified consulting firms to conduct a feasibility study for a pedestrian crossing in the Grand Valley development area. This study aims to enhance long-range planning by evaluating the need for a pedestrian crossing to promote safety and non-motorized transportation options in the vicinity of 62nd Ave S. Study area will be between S Columbia Rd., Belmont Rd., 12<sup>th</sup> Ave NE (Merrifield Rd.), and a northern road TBD.

The MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Grand Valley pedestrian crossing Study but also can provide proactiveness, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious incidences for the users of all transportation modes.

This project has a not-to-exceed budget of \$150,000. The scope of work is not final and may have changes that could cause an amendment of the budget.

A Steering Committee will also need to be formed. TAC members are encouraged to consider participating in the committee if interested in the Study.

**Findings and Analysis:**

- 

**Support Materials:**

- Draft Grand Valley Pedestrian Crossing Study RFP



Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

# Grand Valley Pedestrian Crossing Study

Grand Forks, ND and East Grand Forks, MN

Request for Proposals  
for  
Transportation Planning Services

**October 2023**

**REQUEST FOR PROPOSALS  
FOR  
TRANSPORTATION PLANNING SERVICES**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

**Grand Valley Pedestrian Crossing Study, City of Grand Forks, North Dakota**

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$150,000 dollars. The scope of work is not final and may have changes that could cause an amendment of the budget.

Interested firms should contact Stephanie Halford, Executive Director, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701-746-2660, or by email: [stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org)

All proposals received by November 17, 2023, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. Electronic proposals are preferred in doc or pdf format; however, they must be easily reproducible by MPO in black-and-white. If printed copies are sent, only eight (8) should be sent and the MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal and are encouraged to use materials that are easily recycled. A sealed cost proposal must still be provided in hard copy by the noted due date. Submittals must be received no later than **November 17, 2023, at noon (central time)**. Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

**Stephanie Halford**  
**Executive Director**  
**Grand Forks – East Grand Forks MPO**  
**600 DeMers Ave.**  
**East Grand Forks, Minnesota 56721**  
[stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org)  
Phone: 701-746-2660  
Cell: 701-610-6582

Once submitted, the quotes become the property of MPO.

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Appendix A                      Attachments 1 & 2

Appendix B                      Cost Proposal



**REQUEST FOR PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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**I. Purpose of Request**

The MPO requests proposals from qualified consultants for the following project:

**Grand Valley Pedestrian crossing Study City of Grand Forks, North Dakota**

The purpose of this Request for Proposals (RFP) is to provide an interested consulting firm with enough information about the professional services desired by the MPO.

A selection committee will rank submittals from responding consultants. Upon completion of the rankings, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top-ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

**II. General Instructions**

A. Any questions or comments regarding this proposal should be submitted to:

**Stephanie Halford  
Executive Director  
GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721**

**Office Phone: 701-746-2660  
Direct Phone: 218-399-3370  
Email: [stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org)**

B. Proposals shall be submitted to:

**GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721**

C. All proposals must be clearly identified and marked as follows:

**Proposal for:  
Grand Valley Pedestrian Underpass Study City of Grand Forks, North Dakota  
Firm's Name  
GF/EGF MPO**

**All proposals must be received by noon (central time) November 17, 2023,** at which time the proposals will be opened for review. Cost proposals will remain sealed in a secure place until proposal ranking is complete and contract negotiations begin. An electronic copy or eight (8) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

#### D. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include staff from local municipalities and multi-jurisdictional bodies as follows:

- City of Grand Forks Planning Department
- City Of Grand Forks Engineering Department
- NDDOT District
- MPO

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled for the week of **December 11, 2023**, with the firms that submit the top three ranked proposals, if four proposals are received then all will get an interview. This 40-minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. The interviews may be conducted via online service. Firms may be asked to verbally expand upon points in their written proposal and should be prepared to do so.

#### E. Respondent Qualifications

Respondents must submit evidence that they have relevant experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

#### F. Disadvantaged Business Enterprise

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that such business enterprises shall have maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

## 2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and responsible steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have maximum opportunity to compete for and perform contracts. The contractor shall not discriminate based on race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

## G. Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

## H. Ownership, Publication, Reproduction, and Use of Materials

All work products of the contractor which result from this contract are the exclusive property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under

this agreement.

I. Records, Access, and Audits

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

J. Conflicts of Interest

No official or employee of the MPO, state, or any other governmental instrumentality who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the MPO, state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the MPO, state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by the MPO, state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the MPO, the NDDOT, the MnDOT, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

K. Eligibility of Proposer, Non-procurement, Debarment and Suspension Certificate, and Restriction on Lobbying

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable federal and state laws, regulations, and procedures. Moreover, the consultant affirms its compliance with the federal Debarment and Suspension Certification and the Federal Restrictions on Lobbying.

L. Subcontracting

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.

M. Assignments

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

N. Procurement- Property Management

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995, Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

O. Termination

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

P. Amendments

The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

Q. Civil Rights

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFR, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

R. Civil Rights- Noncompliance

If the contractor fails to comply with the federal or state civil rights requirements of this

contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

S. Energy Efficiency

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and Executive Order 11912.

T. Disabled

The contractor shall ensure that no qualified disabled individual, as defined in 29 USC 706(7) and 49 CFR Part 27 shall, solely by reason of this disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

U. EPA Clean Act and Clean Water Acts

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

V. Successors in Interest

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

W. Waivers

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

X. Notice

All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Y. Hold Harmless

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and

members, and the State of North Dakota and Minnesota and the NDDOT and MnDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO, the NDDOT, or the MnDOT and that any and all claims that may arise under the Worker’s Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor’s employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO.

Z. Compliance with Federal Regulations

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulations, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.

### III. Preliminary Project Schedule

A. Consultant Selection

Advertise RFP to Qualified Firms	October 23, 2023
Receive Proposals	November 17, 2023
Review Proposals	November 20-30, 2023
Select Interview Finalists & Notify	December 1, 2023
Interview the Finalists	December 11-15, 2023
Notify the Finalist	December 15, 2023
Contract Negotiations Completed	January 3, 2024
MPO Technical Advisory Committee Approval	January 10, 2024
MPO Executive Board Approval	January 17, 2024

B. Project Development

Notice to Proceed	January 29, 2024
Full draft preliminary	June 12, 2024
Full final draft	June 24, 2024
Anticipated Project Completion	July 31, 2024

### IV. RFP Evaluation Criteria & Process

The Committee will determine which firm would best provide the services requested by the RFP.

When choosing a consulting firm, the MPO will have a two (2) step process. The proposal evaluation will evaluate the proposal that the firm sends the MPO. The evaluation will reduce the number of firms to three (3) for the purposes of interviewing. The interview evaluation will be based on the interview with the firm. The MPO in close coordination with members of the Selection Committee will evaluate the proposals based on, but not limited to, the following criteria and their weights:

A. Proposal Evaluation Criteria and Weight

1. Demonstrates understanding of the scope of work and local factors. Shows how firm proposes to approach, resolve challenges, and encourage new ideas that improve the end project. (Weight 25%)
2. Demonstrates the firm has the knowledge and experience to successfully address the scope of work. (Weight 25%)
3. Demonstrates the firm has a history of timely performance, quality, and integrity, as evidenced by a list of client references. Demonstrates the firm's approach to managing resources and project output. (Weight 15%)
4. Demonstrate experience, expertise, qualifications, and credentials of project manager, key personnel, and subconsultant team members. Project team should indicate other significant projects being worked on, the percent of involvement, and probable completion date of the individual's work on the project. (Weight 25%)
5. Provide a time schedule for completion of each task and the entire project, with appropriate time for review. Demonstrate the project team has the resources necessary to complete the project. (Weight 10%)

B. Interview Evaluation Criteria and Weight

1. Observations on existing conditions and key project information. (Weight 20%)
2. Identification of key issues or problems that will need to be considered and any initial thoughts on how to resolve issues or problems. (Weight 25%)
3. Innovative approaches and concepts. (Weight 25%)
4. Experience and capabilities in development of similar studies of both key personnel and the project team. (Weight 20%)
5. Quality of interview. Comment on specific reasons why the firm should be selected for the project. (Weight 10%)

Each proposal will be evaluated on the above criteria by the Selection Committee. The interview and proposal scores will be combined to have a final score. The firm with the best final score will be contacted for contract negotiations. The qualifying firm chosen by the Selection Committee will enter a contract and fee negotiation based on the sealed cost proposal, submitted in a separate envelope.

**The MPO is an Equal Opportunity Employer.**



## V. Terms and Conditions

- A. The MPO reserves the right to reject any or all quotes, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information about one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the quotes have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

## VI. Proposal Format and Content

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task.
6. References
7. DBE/MBE Participation
8. Sealed Cost Proposals (in a separate envelope)

Detailed requirements and directions for preparation of each section are outlined below.

## A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number and email address.
2. Year established (including former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

## B. Administrative Questions

Provide the following information concerning your firm:

1. Identify the respondent's authorized negotiator.  
Give the name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project timeline.

## C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of work and project intent (see VII of RFP) for the Street and Highway Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect the timely, satisfactory completion of this project.

## D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. It is critical that contractors commit to levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

## E. Similar Project Experience

Describe similar types of studies/construction projects completed or currently under contract.

## F. References

Provide References of three clients for whom similar work has been completed.

## G. DBE/MBE Participation

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT or MNDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT or Mn/DOT shall be included. The percentage of the total proposed cost to be completed by the DBE shall be shown.

## H. Cost Quotes/Negotiations

### 1. Cost Quotes

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposals and secured unopened until the technical evaluation process is completed. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B. Attached to the Cost Proposal the Certification of Indirect Rate Form also provided in Appendix B should be filled out.

### 2. Contract Negotiations

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest-ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

## VII. Background and Scope of Work

## A. Background

The City of Grand Forks, North Dakota, is seeking proposals from qualified consulting firms to conduct a feasibility study for a pedestrian crossing in the Grand Valley development area. This study aims to enhance long-range planning by evaluating the need for a pedestrian crossing to promote safety and non-motorized transportation options in the vicinity of 62nd Ave S. Study area will be between S Columbia Rd., Belmont Rd., 12<sup>th</sup> Ave NE (Merrifield Rd.), and a northern road TBD.

## B. Scope of Work

The MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Grand Valley pedestrian crossing Study but also can provide proactiveness, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious incidences for the users of all transportation modes.

The outline below is a proposed scope of work outline that will guide the development of the Grand Valley Pedestrian Crossing Study. The MPO includes the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate the Plans development.

This outline is not necessarily all inclusive. The consultant may include in the proposal additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

### 1. Project Management

The consultant will be required to manage the study and coordinate with subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the MPO project manager.

The consultant should expect bi-weekly progress meetings with the MPO project manager. Additionally, the consultant should expect to prepare monthly progress reports, documentation of all travel and expense receipts, and prepare and submit invoices monthly. When submitting progress reports, the consultant will be required to outline the following performed work during the reporting period:

- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

**Deliverable:** A monthly progress report and detailed invoice. The monthly progress report should be sent to the project manager by the first Tuesday of the month to be included in the Technical Advisory Committee agenda.

Building on the scope of work presented and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed proposal and the achievable timeline for the Plan anticipated to be completed by July 31<sup>st</sup>, 2024. The proposal will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

## 2. Community Engagement

In compliance with the MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members from all parts of the study area. Broad-based community engagement is considered critical to the success of this plan.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to the MPO and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged.

### a) Steering Committee

The consultant will use a Steering Committee (Committee) to provide input and oversight throughout the study process. The Committee will meet as needed to provide input and guidance through the study process, particularly on key decision points in the study. The consultant will be responsible for providing all information (support information such as maps, etc.) to be discussed at the Committee meetings eight days prior to the meeting. The consultant will prepare clear and concise briefings to present to the Committee. The consultant should expect at least six (6) meetings with the Committee, which can be coordinated with public input meetings to make the most efficient use of any travel expenditure. The meetings need to have a virtual option.

Members of the Steering Committee could include:

- Grand Forks Public Schools Representatives
- Pedestrian And Cycling Advocacy Groups
- City Engineers and Planners
- Residents of the Grand Valley Area
- Emergency Services Representatives
- Grand Forks Public Health
- Grand Forks Parks
- Safe Kids
- City Council Members
- Grand Forks County Representatives
- GF Township
- County Commissioner
- Property Owners

Developers  
Crary

**b) Public Involvement Meetings**

The consultant should plan for a minimum of six (3) public meetings to identify concerns and needs of businesses, regular users, and residents including pedestrian and bicycling needs. The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. It is expected that each round of community engagement will have presence in Grand Forks and East Grand Forks. The consultant's approach should address:

- How it will go about these meetings.
- Methods it will employ.
- Quantity of rounds of public engagement meetings.
- Timing of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to the MPO's project manager. Scheduling, presentations/written material, and development should occur well in advance of the proposed engagement event. All public comments are to be recorded as they pertain to the plan.

**c) Local Government Presentations**

The consultant should budget for at least six (3) sets of local government presentations to the Grand Forks Planning Commission, Grand Forks City Council, East Grand Forks Planning Commission, East Grand Forks City Council, MPO Technical Advisory Committee (TAC), and the MPO Executive Committee at key Grand Valley Pedestrian Crossing Study milestones.

**Deliverable:** At the end of each meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.

**3. Existing Conditions and Evaluation**

Grand Valley Pedestrian Crossing Study is intended to cover the vicinity of 62nd Ave S and S Washington St. and should include a review of conditions and policy/infrastructure recommendations for City streets and other public surfaces streets inside the study area, including those owned and operated by NDDOT, and Grand Forks County. This task consists of a comprehensive multi-modal crash analysis and evaluation for the MPO planning area. This task should include the following:

- Analysis of existing conditions and historical trends to better understand crashes involving fatalities and serious injuries across the study area.
- Analysis of where crashes happen, by mode and severity, as well as contributing factors and crash types.
- Analysis of systemic and specific safety needs, such as general high risk road features within the street network, or specific needs relevant to types of road users.
- A geospatial analysis and depiction (preferably outline, searchable, and manipulable as feasible) of higher risk corridors and intersections across the study area.

**Deliverable:** A technical memorandum or chapter draft that will provide an analysis of the existing conditions. In addition to analyzing historical crash trends, the consultant should look ahead to anticipate future bike/pedestrian safety issues. This should make use of the historical analysis trends likely to continue forward and other developments on the horizon, including factors such as population characteristics in the MPO planning area. A separate technical memorandum should be drafted for the focus areas.

#### 4. Goals, Objectives, Policies, and Performance Measures

##### **Goals:**

- **Safety Enhancement:** Improve pedestrian and cyclist safety in the Grand Valley development area.
- **Non-Motorized Transportation Promotion:** Encourage walking, biking, and other non-motorized forms of transportation within the study area.
- **Community Connectivity:** Foster better connectivity between residential areas, schools, and local amenities through a pedestrian crossing.
- **Future-Proofing:** Plan for future traffic growth and ensure infrastructure meets long-term needs.

##### **Objectives:**

- **Determine Feasibility:** Assess the technical, engineering, and financial feasibility of constructing a pedestrian crossing.
- **Enhance Accessibility:** Improve access for pedestrians and cyclists, especially students and residents.
- **Safety Analysis:** Conduct a comprehensive safety analysis, identifying potential hazards and safety improvements.
- **Stakeholder Engagement:** Engage with stakeholders to gather input and ensure community needs are considered.

##### **Policies:**

- **Safety Priority:** Prioritize safety considerations in all aspects of the pedestrian crossing design and construction.
- **Non-Motorized Infrastructure:** Promote the development of pedestrian and cyclist-friendly infrastructure.

- Sustainability: Incorporate sustainable design principles, such as energy-efficient lighting and environmentally responsible construction materials.
- Accessibility: Ensure the pedestrian crossing is ADA-compliant and accessible to all residents, including those with disabilities.

**Performance Measures:**

- Pedestrian/Cyclist Count: Measure the number of pedestrians and cyclists using the pedestrian crossing before and after its construction.
- Safety Improvement: Track the reduction in pedestrian and cyclist accidents in the study area.
- Public Satisfaction: Conduct surveys to gauge public satisfaction with the pedestrian crossing project and its impact on safety and convenience.
- Usage Patterns: Analyze how the pedestrian crossing affects commuting patterns and non-motorized transportation usage.

**Deliverable:**

**Final Feasibility Study Report**

This comprehensive report will encapsulate the study's goals, objectives, policies, and performance measures. It will provide detailed findings, recommendations, and analyses related to the feasibility of constructing a pedestrian crossing in the Grand Valley development area. The report will cover technical and engineering considerations, safety assessments, stakeholder engagement, cost estimation, alternative solutions, and any other relevant aspects of the study. Additionally, it will include performance data and metrics, showcasing how the proposed pedestrian crossing aligns with the established goals and objectives while addressing policies for safety, accessibility, and sustainability.

**5. Implementation and Project Identification**

The consultant will create an implementation matrix that outlines prospective projects, strategies, and suggestions for future grant applications, as well as measures that can be incorporated into regular maintenance cycles. It will also explore potential enhancements to better align with safety best practices. This implementation matrix will acknowledge the requirements of all transportation system users within the MPO planning area. It will identify projects suitable for grant funding, provide a conceptual framework for infrastructure enhancements with estimated costs, and establish an implementation schedule.

The strategies and recommendations will factor in the fiscal and staff time resources essential for a sustained and effective endeavor to achieve traffic safety goals and fulfill the study's objectives. Furthermore, the consultant will develop a timeline indicating project readiness for each strategy and project, categorizing them as short-term, mid-term, and long-term.



**Deliverable:**

Produce an implementation plan delineating prospective projects for future grant opportunities.

6. Final Plan & Executive Summary

The consultant will develop a draft study document with two rounds of review and revision before preparing a final study document. Review and receive comments from the Committee and update accordingly prior to proceeding through the MPO process.

The consultant will develop a draft final document and provide final copies for review by the Committee, NDDOT, the MPO, and the City of Grand Forks.

The consultant shall also provide the MPO with appropriate presentation materials and be prepared to present the final document.

Upon completion of the final plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the plan.

C. Project Deliverables

The final product of this effort will document the results of fulfilling the scope of work.

1. First full draft preliminary document by noon June 12<sup>th</sup>, 2024
2. A draft final document by noon June 24<sup>th</sup>, 2024
3. An approved final plan by July 31<sup>st</sup>, 2024 (12 full printed copies)

An electronic copy of the approved final reports will be delivered to the Grand Forks-East Grand Forks MPO in PDF and Word format. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any working papers, data, modeling software, and maps used to create information in the document will be delivered to the MPO either during the project or at its conclusion.

D. Estimated Project Budget

This project has a not-to-exceed budget of \$150,000. The scope of work is not final and may have changes that could cause an amendment of the budget. Consultants submitting proposals are asked to use audited DOT rates when completing their Cost Proposal Form and certify the indirect costs with the Certification of Final Indirect Costs (See Appendix B).

## E. Other Requirements

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditure. The monthly progress report will be required with the submission of each invoice.

As part of the MPO's efforts to track consultant history the MPO will do an end-of-project evaluation of the consultant. This will be shared with the consultant for their information. This form can be found in Appendix C.

## VIII. Map of Project Area

**Appendix A**  
Attachments 1 & 2

**Government-Wide Debarment and Suspension (Non-procurement)**

*49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)*

**Background and Applicability**

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from the prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

**Instructions for Certification:** By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

**Suspension and Debarment**

This contract is a covered transaction for the purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirements to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Contractor** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name & Title of Contractor’s Authorized Official** \_\_\_\_\_

**Certification of Restriction on Lobbying**

I \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
(Name & Title of grantee official) (Name of grantee)

that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of the Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title of Authorized Official)

**Cost Quote Form**

(Include completed cost form in a separate page labeled “Cost Form- Vender Name” and submit with technical proposal as part of overall response.)

**Cost Quote Form**

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contracted extensions are not anticipated.

**Required Budget Format**

*Please Use Audited DOT Rates Only*

<b>1. Direct Labor</b>	<b>Hours</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Total</b>
Name, Title, Function	0.00	X	0.00	=	\$0.00
		X		=	0
		X		=	0
		X		=	0
1. Subtotal- Direct Labor					
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
<b>Total Cost</b>					

## Certification of Final Indirect Costs

**Firm Name:** \_\_\_\_\_

**Proposed Indirect Cost Rate:** \_\_\_\_\_

**Date of Proposal Preparation (mm/dd/yyyy):** \_\_\_\_\_

**Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy):** \_\_\_\_\_

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

**Signature:** \_\_\_\_\_

**Name of Certifying Official (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date of Certification (mm/dd/yyyy):** \_\_\_\_\_



# **MPO Staff Report**

**Technical Advisory Committee:**  
October 11, 2023

**MPO Executive Board:**  
October 18, 2023

**RECOMMENDED ACTION:** Matter of the discussion of the Safe Streets For All (SS4A) RFP.

**RECOMMENDED ACTION:**

Matter of the discussion of the Safe Streets For All (SS4A) RFP.

## **Background:**

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over the next 5 years. In fiscal year 2022, up to \$1 billion is available. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. The program provides funding to develop the tools to help strengthen a community's approach to roadway safety and save lives.

The SS4A program provides funding for two types of grants: Action Plan Grants (for comprehensive safety action plans) and Implementation Grants. Action Plan Grants are used to develop, complete, or supplement a comprehensive safety action plan. To apply for an Implementation Grant, an eligible applicant must have a qualifying Action Plan. Implementation Grants are available to implement strategies or projects that are consistent with an existing Action Plan. Applicants for Implementation Grants can self-clarify that they have in place one or more plans that together are substantially similar to and meet the eligibility requirements for Action Plan.

An Action Plan is the foundation of the SS4A grant program. Action Plan Grants provide Federal funds to eligible applicants to develop or complete an Action Plan. Action Plan Grants may also fund supplemental Action Plan activities. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a local area.

Once we have an SS4A Safety Action Plan in place it makes us eligible for Implementation Grants. Eligible Implementation Grant examples:

- **Applying low-cost roadway safety treatments** system-wide, such as left- and right-turn lanes at intersections, centerline and shoulder rumble strips, wider edge lines, high-friction surface treatments, road diets, and better signage along high-crash urban and rural corridors.



- **Identifying and correcting common risks** across a network, such as improving pedestrian crosswalks by adding high-visibility pavement markings, lighting, and signage at transit stops, in a designated neighborhood, or along a busy public transportation route.
- **Transforming a roadway corridor** on a High-Injury Network into a Complete Street with safety improvements to control speed, separate users, and improve visibility, along with other measures that improve safety for all users.
- **Installing pedestrian safety enhancements and closing network gaps** with sidewalks, rectangular rapid-flashing beacons, signal improvements, and audible pedestrian signals for people walking, rolling, or using mobility assisted devices.
- **Working with community members in an identified problem area** to carry out quick-build street design changes informed by outreach and user input.
- **Supporting the development of bikeway networks** with bicycle lanes for different roadway volumes and speeds that are safe for people of all ages and abilities.
- **Carrying out speed management strategies** such as implementing traffic calming road design changes, addressing speed along key corridors through infrastructure, conducting education and outreach, setting appropriate speed limits, and making strategic use of speed safety cameras.
- **Creating safe routes to school and public transit services** through multiple activities that lead to people safely walking, biking, and rolling in underserved communities.
- **Promoting the adoption of innovative technologies or strategies to promote safety** and protect vulnerable road users in high-traffic areas where commercial motor vehicles (CMVs), pedestrians, bicyclists, motorcyclists, etc. interact.
- **Conducting education campaigns to accompany new or innovative infrastructure**, such as roundabouts, pedestrian hybrid beacons, or pedestrian-only zones.
- **Implementing standard and novel data collection and analysis technologies and strategies** to better understand vulnerable road user (pedestrian/bicycle/transit rider) network gaps and to collect exposure data.
- **Deploying advanced transportation technologies**, such as the installation of connected intersection-based safety solutions and vehicle-to-infrastructure (V2I) advisory speed limit systems.
- **Combating roadway departure crashes** through enhanced delineation, shoulder widening, rumble strips, and roadside safety improvements.
- **Evaluating and improving the safety of intersections** by considering innovative design changes, improved delineation, and advanced warning.
- **Improving first responder services** with improved crash data collection, formalizing street names and addressing, and enhancing emergency vehicle warning systems.
- **Unifying and integrating safety data across jurisdictions** where local agencies share their crash, roadway inventory, and traffic volume data to create an analytic data resource.

A joint application for SS4A Safety Action Plan grant for the MPO planning area was submitted last year. The Forks MPO was notified that our application was awarded the Safety Action Plan grant funding, \$400,000 plus additional twenty percent (20%) local share. The Forks MPO is ready to get started and is looking for input on the SS4A RFP.

## Findings and Analysis:

- 

## Support Materials:

- Safe Streets For All (SS4A) RFP



Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

# Safe Streets For All (SS4A) – Safety Action Plan

Grand Fork, ND and East Grand Forks, MN

Request for Proposals  
for  
Transportation Planning Services

**October 2023**

**REQUEST FOR PROPOSALS  
FOR  
TRANSPORTATION PLANNING SERVICES**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

Safe Streets For All (SS4A) – Safety Action Plan

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$400,000 dollars. The scope of work is not final and may have changes that could cause an amendment of the budget.

Interested firms should contact Stephanie Halford, Executive Director, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701-746-2660, or by email: [stephanie.halford@theforksmpo.org](mailto:stephanie.halford@theforksmpo.org)

All proposals received by November 17, 2023, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. Electronic proposals are preferred in doc or pdf format; however, they must be easily reproducible by MPO in black-and-white. If printed copies are sent, only eight (8) should be sent and the MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal and are encouraged to use materials that are easily recycled. A sealed cost proposal must still be provided in hard copy by the noted due date. Submittals must be received no later than **November 17, 2023, at noon (central time)**. Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

**Stephanie Halford**  
**Executive Director**  
**Grand Forks – East Grand Forks MPO**  
**600 DeMers Ave.**  
**East Grand Forks, Minnesota 56721**  
[teri.kouba@theforksmpo.org](mailto:teri.kouba@theforksmpo.org)  
Phone: 701-746-2660  
Cell: 701-610-6582

Once submitted, the quotes become the property of MPO.

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Appendix A                      Attachments 1 & 2

Appendix B                      Cost Proposal

**REQUEST FOR PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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**I. Purpose of Request**

The MPO requests proposals from qualified consultants for the following project:

**Safe Streets For All (SS4A) – Safety Action Plan**

The purpose of this Request for Proposals (RFP) is to provide an interested consulting firm with enough information about the professional services desired by the MPO.

A selection committee will rank submittals from responding consultants. Upon completion of the rankings, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top-ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

**II. General Instructions**

A. Any questions or comments regarding this proposal should be submitted to:

**Stephanie Halford  
Executive Director  
GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721**

**Office Phone: 701-746-2660  
Direct Phone: 218-399-3370  
Email: [stephanie.halford@theforksmmpo.org](mailto:stephanie.halford@theforksmmpo.org)**

B. Proposals shall be submitted to:

**GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721**

C. All proposals must be clearly identified and marked as follows:

**Proposal for:  
Safe Streets For All (SS4A) – Safety Action Plan  
Firm's Name  
GF/EGF MPO**

**All proposals must be received by noon (central time) November 17, 2023,** at which time the proposals will be opened for review. Cost proposals will remain sealed in a secure place until proposal ranking is complete and contract negotiations begin. An electronic copy or six (8) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

#### D. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include staff from local municipalities and multi-jurisdictional bodies as follows:

- City of East Grand Forks City Planner
- City of East Grand Forks Engineering
- City of Grand Forks Planning Department
- City Of Grand Forks Engineering Department
- MnDOT District
- NDDOT District
- FHWA
- MPO

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled for the week of **December 11, 2023**, with the firms that submit the top three ranked proposals, if four proposals are received then all will get an interview. This 40-minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. The interviews may be conducted via online service. Firms may be asked to verbally expand upon points in their written proposal and should be prepared to do so.

#### E. Respondent Qualifications

Respondents must submit evidence that they have relevant experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

#### F. Disadvantaged Business Enterprise

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that such business enterprises shall have maximum

practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and responsible steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have maximum opportunity to compete for and perform contracts. The contractor shall not discriminate based on race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

G. Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

H. Ownership, Publication, Reproduction, and Use of Materials

All work products of the contractor which result from this contract are the exclusive property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute,

and otherwise use in whole and part, any reports, data, or other materials prepared under this agreement.

I. Records, Access, and Audits

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

J. Conflicts of Interest

No official or employee of the MPO, state, or any other governmental instrumentality who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the MPO, state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the MPO, state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by the MPO, state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the MPO, the NDDOT, the MnDOT, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

K. Eligibility of Proposer, Non-procurement, Debarment and Suspension Certificate, and Restriction on Lobbying

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable federal and state laws, regulations, and procedures. Moreover, the consultant affirms its compliance with the federal Debarment and Suspension Certification and the Federal Restrictions on Lobbying.

L. Subcontracting

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.



M. Assignments

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

N. Procurement- Property Management

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995, Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

O. Termination

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

P. Amendments

The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

Q. Civil Rights

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFR, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

R. Civil Rights- Noncompliance

If the contractor fails to comply with the federal or state civil rights requirements of this

contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

S. Energy Efficiency

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and Executive Order 11912.

T. Disabled

The contractor shall ensure that no qualified disabled individual, as defined in 29 USC 706(7) and 49 CFR Part 27 shall, solely by reason of this disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

U. EPA Clean Act and Clean Water Acts

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

V. Successors in Interest

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

W. Waivers

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

X. Notice

All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Y. Hold Harmless

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and

members, and the State of North Dakota and Minnesota and the NDDOT and MnDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO, the NDDOT, or the MnDOT and that any and all claims that may arise under the Worker’s Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor’s employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO.

Z. Compliance with Federal Regulations

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulations, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.

### III. Preliminary Project Schedule

A. Consultant Selection

Advertise RFP to Qualified Firms	October 23, 2023
Receive Proposals	November 17, 2023
Review Proposals	November 20-30, 2023
Select Interview Finalists & Notify	December 1, 2023
Interview the Finalists	December 11-15, 2023
Notify the Finalist	December 15, 2023
Contract Negotiations Completed	January 3, 2024
MPO Technical Advisory Committee Approval	January 10, 2024
MPO Executive Board Approval	January 17, 2023

B. Project Development

Notice to Proceed	January 29, 2024
Full draft preliminary	September 12, 2025
Full final draft	October 24, 2025
Anticipated Project Completion	December 31, 2025

### IV. RFP Evaluation Criteria & Process

The Committee will determine which firm would best provide the services requested by the RFP.

When choosing a consulting firm, the MPO will have a two (2) step process. The proposal evaluation will evaluate the proposal that the firm sends the MPO. The evaluation will reduce the number of firms to three (3) for the purposes of interviewing. The interview evaluation will be based on the interview with the firm. The MPO in close coordination with members of the Selection Committee will evaluate the proposals based on, but not limited to, the following criteria and their weights:

A. Proposal Evaluation Criteria and Weight

1. Demonstrates understanding of the scope of work and local factors. Shows how firm proposes to approach, resolve challenges, and encourage new ideas that improve the end project. (Weight 25%)
2. Demonstrates the firm has the knowledge and experience to successfully address the scope of work. (Weight 25%)
3. Demonstrates the firm has a history of timely performance, quality, and integrity, as evidenced by a list of client references. Demonstrates the firm's approach to managing resources and project output. (Weight 15%)
4. Demonstrate experience, expertise, qualifications, and credentials of project manager, key personnel, and subconsultant team members. Project team should indicate other significant projects being worked on, the percent of involvement, and probable completion date of the individual's work on the project. (Weight 25%)
5. Provide a time schedule for completion of each task and the entire project, with appropriate time for review. Demonstrate the project team has the resources necessary to complete the project. (Weight 10%)

B. Interview Evaluation Criteria and Weight

1. Observations on existing conditions and key project information. (Weight 20%)
2. Identification of key issues or problems that will need to be considered and any initial thoughts on how to resolve issues or problems. (Weight 25%)
3. Innovative approaches and concepts. (Weight 25%)
4. Experience and capabilities in development of similar studies of both key personnel and the project team. (Weight 20%)
5. Quality of interview. Comment on specific reasons why the firm should be selected for the project. (Weight 10%)

Each proposal will be evaluated on the above criteria by the Selection Committee. The interview and proposal scores will be combined to have a final score. The firm with the best final score will be contacted for contract negotiations. The qualifying firm chosen by the Selection Committee will enter a contract and fee negotiation based on the sealed cost proposal, submitted in a separate envelope.

**The MPO is an Equal Opportunity Employer.**

## V. Terms and Conditions

- A. The MPO reserves the right to reject any or all quotes, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information about one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the quotes have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

## VI. Proposal Format and Content

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task.
6. References
7. DBE/MBE Participation
8. Sealed Cost Proposals (in a separate envelope)

Detailed requirements and directions for preparation of each section are outlined below.

## A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number and email address.
2. Year established (including former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

## B. Administrative Questions

Provide the following information concerning your firm:

1. Identify the respondent's authorized negotiator.  
Give the name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project timeline.

## C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of work and project intent (see VII of RFP) for the Street and Highway Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect the timely, satisfactory completion of this project.

## D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. It is critical that contractors commit to levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

## E. Similar Project Experience

Describe similar types of studies/construction projects completed or currently under contract.

## F. References

Provide References of three clients for whom similar work has been completed.

## G. DBE/MBE Participation

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT or MNDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT or Mn/DOT shall be included. The percentage of the total proposed cost to be completed by the DBE shall be shown.

## H. Cost Quotes/Negotiations

### 1. Cost Quotes

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposals and secured unopened until the technical evaluation process is completed. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B. Attached to the Cost Proposal the Certification of Indirect Rate Form also provided in Appendix B should be filled out.

### 2. Contract Negotiations

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest-ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

## VII. Background and Scope of Work

### A. Background

The Grand Forks/East Grand Forks Metropolitan Planning Organization, in cooperation with the City of Grand Forks, and the City of East Grand Forks are wanting to develop a

Comprehensive Safety Action Plan to be used throughout the community. The proposed Action Plan would build data and analysis from existing comprehensive plans and studies including the 2050 Street & Highway Plan, 2050 Bicycle and Pedestrian Plan, Transit Development Plan, and the 2050 Grand Forks and East Grand Forks Land Use Plans. The Action Plan would gather and analyze additional data and further investigate rail crossings, areas with disproportionately high crash rates and other areas of safety concern for further evaluation and to determine the root cause. Crash data alone is not sufficient information to build a truly comprehensive plan, robust coordination and collaboration with the Steering Committee, Stakeholders, and the public at large is needed to identify otherwise unknown or unidentified safety concerns. This includes historically underserved and underrepresented populations within the community identified in the MPO's Environmental Justice Program Manual. Ultimately it is the desire of the MPO, the City of Grand Forks, the City of East Grand Forks, and all the supporting agencies and organizations towards the effort to develop a Comprehensive Safety Action Plan to identify and prioritize potential safety projects, programs, and strategies to improve safety and work towards vision Zero for the people who live, work, and play in our community.

The State of Minnesota has adopted a 50-year vision for its transportation system and has completed its 2022 update to its Statewide Multi-modal Transportation Plan. Also, MnDOT is updating its Statewide Highway Capital Investment Plan and its Rail Plan. The MnDOT District #2 has updated their respective 10-year capital highway investment plan, as well as completed a District Freight Plan. NDDOT has updated its statewide long range transportation plan – ND Transportation Connection. Also, the NDDOT recently produced a active transportation plan- \_ ND Moves. NDDOT currently is updating its Freight and Rail Plan.

The City of Grand Forks has gained approval from its citizens to increase the local sales tax. This includes raised revenue to assist financing of some street network improvements. The state of North Dakota has initiated its “Prairie Dog” program. This derives revenue from oil extraction and is distributed statewide via a distribution formula. The volatility of the oil extraction industry has proved to make this revenue source un-predictable.

## B. Scope of Work

The MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Safety Action Plan but also can provide proactiveness, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious incidences for the users of all transportation modes.

The outline below is a proposed scope of work outline that will guide the development of the Safety Action Plan. The MPO includes the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate the Plans development.

This outline is not necessarily all inclusive. The consultant may include in the proposal additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed



analyses, recommendations, and/or deliverables for the following tasks:

### 1. Project Management

The consultant will be required to manage the study and coordinate with subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the MPO project manager.

The consultant should expect bi-weekly progress meetings with the MPO project manager. Additionally, the consultant should expect to prepare monthly progress reports, documentation of all travel and expense receipts, and prepare and submit invoices monthly. When submitting progress reports, the consultant will be required to outline the following performed work during the reporting period:

- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

**Deliverable:** A monthly progress report and detailed invoice. The monthly progress report should be sent to the project manager by the first Tuesday of the month to be included in the Technical Advisory Committee agenda.

Building on the scope of work presented and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed proposal and the achievable timeline for the Plan anticipated to be completed by December 31, 2025. The proposal will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

### 2. Community Engagement

In compliance with the MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members from all parts of the study area. Broad-based community engagement is considered critical to the success of this plan.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to the MPO and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged.

#### a) Steering Committee

The consultant will use the Safe Streets For All (SS4A) Steering Committee (Committee) to provide input and oversight throughout the study process. The Committee will meet as needed to provide input and guidance through the study process, particularly on key decision points in the study. The consultant will be responsible for providing all information (support information such as maps, etc.) to be discussed at the Committee meetings

eight days prior to the meeting. The consultant will prepare clear and concise briefings to present to the Committee. The consultant should expect at least twelve (12) meetings with the Committee, which can be coordinated with public input meetings to make the most efficient use of any travel expenditure. The meetings need to have a virtual option.

**b) Public Involvement Meetings**

The consultant should plan for a minimum of eight (6) public meetings to identify concerns and needs of businesses, regular users, and residents including pedestrian and bicycling needs. The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. It is expected that each round of community engagement will have presence in Grand Forks and East Grand Forks. The consultant's approach should address:

- How it will go about these meetings.
- Methods it will employ.
- Quantity of rounds of public engagement meetings.
- Timing of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to the MPO's project manager. Scheduling, presentations/written material, and development should occur well in advance of the proposed engagement event. All public comments are to be recorded as they pertain to the plan.

**c) Local Government Presentations**

The consultant should budget for at least six (6) sets of local government presentations to the Grand Forks Planning Commission, Grand Forks City Council, East Grand Forks Planning Commission, East Grand Forks City Council, MPO Technical Advisory Committee (TAC), and the MPO Executive Committee. At key SS4A Plan milestones.

**Deliverable:** At the end of each meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.

**3. Existing Conditions and Evaluation**

The Safety Action Plan is intended to cover the entirety of the MPO Planning area and should include a review of conditions and policy/infrastructure recommendations for City streets and other public surfaces streets inside the MPO planning area, including those owned and operated by MNDOT, NDDOT, Polk County and Grand Forks County. This task consists of a comprehensive multi-modal crash analysis and evaluation for the MPO planning area. Consistent with Safe Streets For All Action Plan guidance this task should include the following:

- Analysis of existing conditions and historical trends to better understand crashes involving fatalities and serious injuries across the city.

- Analysis of where crashes happen, by mode and severity, as well as contributing factors and crash types.
- Analysis of systemic and specific safety needs, such as general high risk road features within the street network, or specific needs relevant to types of road users.
- A geospatial analysis and depiction (preferably outline, searchable, and manipulable as feasible) of higher risk corridors and intersections across the city.

**Deliverable:** A technical memorandum or chapter draft that will provide an analysis of the existing conditions. In addition to analyzing historical crash trends, the consultant should look ahead to anticipate future traffic safety issues. This should make use of the historical analysis trends likely to continue forward and other developments on the horizon, including factors such as population characteristics in the MPO planning area. A separate technical memorandum should be drafted for the focus areas.

#### 4. Goals, Objectives, Policies, and Performance Measures

Consistent with Safe Streets For All Action Plan guidance an assessment of current policies, plans, guidelines, and/or standards must be completed to identify opportunities to improve how the MPO planning area processes prioritize safety. This effort should also identify potential opportunities with partner agencies. This task should include recommendations for implementing policy changes through the adoption of revised or new policies, guidelines and/or standards and should be incorporated into the Safety Action Plan

Should include both national best practices for comparable cities/communities' current data on effectiveness of treatments, engineering and legal requirements, and consideration of the communities financial realities/cost considerations. Examples of policies that may be selected for review include raised treatments on collector and arterial roadways, raised treatments on local roadways, crosswalk and crossing treatments, school speed zones, roundabouts, traffic circles, traffic signal turn phasing, no turn on red signal signage, all-way stop signs, and speed limit sign placement. This work should also include the development of a standard transportation safety policy template.

**Deliverable:** A technical memorandum or chapter draft will provide the goals, objectives, policies, and performance measures updates for the plan.

#### 5. Implementation and Project Identification

The consultant will develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities, measures that can be included in regular maintenance cycles, and potential updates to better align with safety best practices. The implementation matrix will recognize the needs of all users of the transportation system within the MPO planning area, potential projects that are feasible applicable for grant funding, conceptual infrastructure improvements with estimated costs, and schedule for implementation.

Strategies and recommendations shall consider and outline fiscal and staff time resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals and meet Safe Streets For All objectives. A project readiness timeline for each strategy and project should be included for short-term, mid-term, and long-term.

**Deliverables:** Develop an implementation plan that identifies potential projects for future grant opportunities.

## 6. Final Plan & Executive Summary

The consultant will develop a draft Safety Action Plan with two rounds of review and revision before preparing a final Safety Action Plan document. Review and receive comments from the Committee and update accordingly prior to proceeding through the MPO process.

The consultant will develop a draft final plan document and provide final copies for review by the Committee, MnDOT, NDDOT, the MPO, the City of East Grand Forks and the City of Grand Forks.

The consultant shall also provide the MPO with appropriate presentation materials and be prepared to present the final document.

Upon completion of the final plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the plan.

## C. Project Deliverables

The final product of this effort will document the results of fulfilling the scope of work.

1. First full draft preliminary plan document by noon September 12<sup>th</sup>, 2025
2. A draft final document by noon October 24<sup>th</sup>, 2025
3. An approved final plan by December 31<sup>st</sup>, 2025 (12 full printed copies)

An electronic copy of the approved final reports will be delivered to the Grand Forks-East Grand Forks MPO in PDF and Word format. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any working papers, data, modeling software, and maps used to create information in the document will be delivered to the MPO either during the project or at its conclusion.

## D. Estimated Project Budget

This project has a not-to-exceed budget of \$400,000. The scope of work is not final and may have changes that could cause an amendment of the budget. Consultants submitting proposals are asked to use audited DOT rates when completing their Cost Proposal Form

and certify the indirect costs with the Certification of Final Indirect Costs (See Appendix B).

#### E. Other Requirements

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditure. The monthly progress report will be required with the submission of each invoice.

As part of the MPO's efforts to track consultant history the MPO will do an end-of-project evaluation of the consultant. This will be shared with the consultant for their information. This form can be found in Appendix C.

## VIII. Map of Project Area

**Appendix A**  
Attachments 1 & 2

**Government-Wide Debarment and Suspension (Non-procurement)**  
*49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)*

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from the prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment

This contract is a covered transaction for the purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirements to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Contractor** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name & Title of Contractor’s Authorized Official** \_\_\_\_\_



**Certification of Restriction on Lobbying**

I \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
(Name & Title of grantee official) (Name of grantee)

that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of the Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title of Authorized Official)

**Cost Quote Form**

(Include completed cost form in a separate page labeled “Cost Form- Vender Name” and submit with technical proposal as part of overall response.)

**Cost Quote Form**

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contracted extensions are not anticipated.

**Required Budget Format**

*Please Use Audited DOT Rates Only*

<b>1. Direct Labor</b>	<b>Hours</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Total</b>
Name, Title, Function	0.00	X	0.00	=	\$0.00
		X		=	0
		X		=	0
		X		=	0
1. Subtotal- Direct Labor					
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
<b>Total Cost</b>					

## Certification of Final Indirect Costs

**Firm Name:** \_\_\_\_\_

**Proposed Indirect Cost Rate:** \_\_\_\_\_

**Date of Proposal Preparation (mm/dd/yyyy):** \_\_\_\_\_

**Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy):** \_\_\_\_\_

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

**Signature:** \_\_\_\_\_

**Name of Certifying Official (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date of Certification (mm/dd/yyyy):** \_\_\_\_\_

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## News releases

Sept. 26, 2023

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### MnDOT releases State Highway Investment Plan for public comment

*Public hearings set for Oct. 5, 11, 13 and 18; public comment period ends Nov. 8*

**ST. PAUL, Minn.** – The Minnesota Department of Transportation invites the public and transportation stakeholders to review and comment on the 2023-2042 Minnesota State Highway Investment Plan.

Updated every five years, MnSHIP directs capital investment for Minnesota's state highway system over the next 20 years. MnSHIP links policies and objectives in the Minnesota GO 50-Year Vision and the Statewide Multimodal Transportation Plan with capital investments on the state highway system. It is a fiscally constrained plan that identifies investment priorities given current and expected funding of \$37 billion between 2023 and 2042.

The 2023-2042 updated MnSHIP is the result of collaboration during the last two and a half years between MnDOT and the public, stakeholders and partners.

Minnesotans can review the draft plan and submit comments online at [MinnesotaGO.org](https://MinnesotaGO.org) or through the project email at [stateplans.dot@state.mn.us](mailto:stateplans.dot@state.mn.us). The plan can also be reviewed in hard copy at the MnDOT Library, 395 John Ireland Blvd., St. Paul, and at any of the eight [MnDOT district headquarters](#) around the state. The plan will be available for comment through Nov. 8.

#### Public Hearings

The public may participate by attending a public hearing scheduled for the following dates, times and locations:

- Baxter – Thursday, Oct. 5, at 11 a.m.
  - 7694 Industrial Park Road
- Carlton – Wednesday, Oct. 11, at 11:30 a.m.
  - 1630 County Road 61
- Rochester – Friday, Oct. 13, at 11 a.m.
  - 2900 - 48th St. NW

- Willmar – Friday, Oct. 13, at 11 a.m.
  - 2505 Transportation Road
- Saint Paul – Wednesday, Oct. 18, at 2:30 p.m.
  - 390 Robert St. N.

To request an ASL or foreign language interpreter or other reasonable accommodation for the public hearing, email requests to [adarequest.dot@state.mn.us](mailto:adarequest.dot@state.mn.us). Please request at least one week in advance of hearing date.

**Written comments** will be accepted through Nov. 8 online at [MinnesotaGO.org](https://MinnesotaGO.org), via email at [stateplans.dot@state.mn.us](mailto:stateplans.dot@state.mn.us) or sent by mail to:

Brad Utecht  
Minnesota Department of Transportation  
395 John Ireland Blvd, Mail Stop 440  
St. Paul, MN 55155

Visit [MinnesotaGO.org](https://MinnesotaGO.org) to learn more about the 2023 MnSHIP and MnDOT's other statewide planning efforts.

###

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651-366-4281

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## MPO Unified Planning Work Program 2023-2024

Task	Update	% Completed	Local Adoption	State/ Federal Approval
<b>Bike &amp; Pedestrian Plan Update</b>	Preliminary approvals in June and final approvals in July	100%	June/July 2023	August 2023
<b>Street &amp; Highway Plan / MTP</b>	We have the base model completed, and bringing updates and seeking input from leadership and public.	84%	Nov./Dec. 2023	Jan. 2024
<b>Aerial Imagery</b>	We have shared the imagery with our partners.	100%	Oct. 2023	Oct. 2023
<b>ATAC - Planning Support Program</b>	On-going			
<b>TIP Adoptions and Amendments</b>	On-going			
<b>ITS Architecture</b>	2024 Project		Oct./Nov. 2024	Dec. 2024
<b>ATAC - Traffic Counting Program</b>	On-going			
<b>Land Use Plan</b>	2025/2026		Oct./Nov. 2026	Dec. 2026
<b>Future Bridge Discussions/Assistance</b>	On-going/As needed			
<b>Updating Policy and Procedures/By-Laws</b>	On-going			
<b>Micro Transit Study</b>	2024 Project		Oct./Nov. 2025	Dec. 2025
<b>Grand Valley Study</b>	The MPO has drafted an RFP		TBD	TBD
<b>Safe Streets For All (SS4A) Grant</b>	The MPO has drafted an RFP		TBD	Dec. 2025